Telkom University Regulations

Number: PU.180/AKD1/AKD-BAA/2020

Concerning

Telkom University Academic Guidelines

The rector of the Telkom University

Dissertate        :

a) In the implementation of education, good governance is needed within a good university (Good University Governance) which ensure orderliness, clarity, stability and consistency of regulations, transparency, accountability, responsibility, freedom and justice;
b) That in the implementation of education it is necessary to compliance with applicable regulations and standards applies both nationally and internationally;
c) The continuity of education requires a quality assurance system, both in terms of internally and externally through national and international accreditation internationally, which is aimed at encouraging scientific development in the implementation of the *Tridharma Perguruan Tinggi*;
d) Previously established academic guidelines that applied to the implementation of higher education within Telkom University;
e) As mentioned in paragraph (d), there has been a change and/or addition of a reference to national regulations, namely regarding Standards National Higher Education and Science Clusters and Technology and College Graduate Degrees applicable in Indonesia, thus causing the need for adjustments who follow it;
f) In accordance with paragraph (a) to (e) above, it is deemed necessary to immediately issue Telkom University Regulation on Academic Guidelines Telkom University.

Mengingat:

1. Indonesian Constitution Number 12 of 2012 concerning University Educations.
2. Indonesian Constitution 20 of 2003 concerning the National Education System.
3. Government Regulation Number 4 of 2014 concerning the implementation of the management of higher educations and universities.

4. Government Regulation Number 13 of 2015 concerning the second amendment on Government Regulation No. 19 of 2005 on National Education Standards.
5. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 on the Indonesian National Qualifications Framework.
6. Regulation of the Minister of Education and Culture Number 3 of 2020 on National Standards for Higher Education.
7. Regulation of the Minister of Research, Technology and Higher Education Number 62 of 2016. Concerning Quality Assurance System Higher education.
8. Regulation of the Minister of Education and Culture Number 5 of 2020. Concerning Accreditation of Study Programs and Universities.
9. Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 46 of 2013. Concerning Positions Functional Lecturers and Credit Scores.
10. Regulation of the Minister of Education and Culture Number 109 of 2013. Concerning the Implementation of Distance Education in Higher Education.
11. Regulation of the Minister of National Education Number 17 of 2010 on Prevention and Overcoming the Plagiarism in High Education.
12. Regulation of the Minister of National Education of the Republic of Indonesia Number 26 of 2007 concerning Higher Education Cooperation in Indonesia with Universities or Other Institutions Outside the Country.
13. Decree of the Minister of National Education Number 232/U/2000 on Guidelines for the Preparation of the Higher Education Curriculum and Student Learning Outcomes Assessment.
14. General Director of Higher Education's Circular Letter No 152/E/T/2012 dated January 27, 2012, regarding Publication of Scientific Works.
15. General Director of Higher Education Ministry Education and Culture Circular Letter Number 526/E.E3/MI/2014 regarding the Explanation of the National Higher Education Standards for Graduate programs.
16. Director of Learning and Student Affairs Circular Letter No. 0404/E3.2/2015 dated February 2, 2015, regarding Clumps Science and Technology and Graduation Degree College.
17. Decree of the Minister of Education and Culture No 309/E/0/2013 dated August 14, 2013, and Number 270/E/O/2013 dated 17 July 2013 which became the basis for Merger of Telkom Institute of Technology, Institute of Management Telkom, Telkom Polytechnic, and College of Art and Design Indonesia Telkom became Telkom University.
18. Decision of the Board of Management of the Telkom Education Foundation No KEEP. 0037/00/DHE-PD01/YPT/2020 January 17, 2020 about the Telkom University Statute.

19. Decree of the Chancellor of Telkom University Number KR. 024/AKD27/WR1/2014 concerning University academic guidelines Telkom and all provisions of the rules and regulations the basis for the Chancellor's Decision.

Memperhatikan: Various recommendations at Leadership, Academic Coordination and Information Systems, under the University Senate Meeting, regarding the adjustment of academic guidelines in national regulations.

Memutuskan

Menetapkan : THE REGULATION OF ACADEMIC GUIDELINES IN TELKOM UNIVERSITY

FIRST : Establishing Telkom University Academic Guidelines with details as stated within Enclosure I and Enclosure II of this Decree.

SECOND : Establishing the provisions of the regulation in the FIRST dictum. This decree must be utilized as the primary reference in the implementation of academic activities in terms of planning, implementation, monitoring, and evaluation within the Telkom University.

THIRD : With the enactment of the Regulation, thus the Telkom University Regulations PU. 016/AKD27/AKD/2018 On 03 August 2018 regarding Telkom University Academic Guidelines are declared invalid.

FOURTH : Matters related to the clump of knowledge and graduate degrees apply under the Government Regulation.

FIFTH : This regulation is effective from the date of stipulation and ifin the future there is confusion therefore an alteration will be required

Appointed in Bandung

1st October, 2020

Telkom University

Signature

**Prof. Dr. Adiwijaya, S.Si., M.Si.**

Rector

Copy:

1. VICE-RECTOR FOR ACADEMIC

2. VICE-RECTOR FOR RESOURCES

3. VICE-RECTOR FOR ADMISSION, STUDENT, AND ALUMNI

4. VICE-RECTOR FOR RESEARCH, INNOVATION, AND COOPERATION

**Enclosure I**      :      **THE REGULATION OF ACADEMIC GUIDELINES IN TELKOM UNIVERSITY**

**Number**      :      **PU. /AKD1/AKD-BAA/2020**

**Date**      :      **1st October, 2020**

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### Telkom University Academic Provision

**Appointed in     : Bandung**

**Date              : 1st October, 2020**

**Telkom University**


Prof. Dr. Adiwijaya

Rector

**Enclosure II** : **THE REGULATION OF ACADEMIC GUIDELINES IN TELKOM UNIVERSITY**

**Number** : **PU. /AKD1/AKD-BAA/2020**

**Date** : **1st October, 2020**

**CHAPTER I GENERAL TERMS AND DEFINITION**

**Section 1 Basic Definition**

Contained in this decree are;

(1) University is refer to Telkom University.

(2) University leaders are the Chancellor and Vice-Chancellors at Telkom University.

(3) The Chancellor is an organ of Telkom University who leads the organization and Telkom University management.

(4) Telkom University Senate, often abbreviated as Senate, is a normative and legal body representative at Telkom University who carries out the functions of compiling, formulating, establish policies, and give consideration to the Chancellor in leading implementation and management of Telkom University.

(5) School/Faculty is a resource management unit that organizes and manages academic, vocational, or professional education in one/more than one clump disciplines of science, technology, management, design, and/or arts at the UniversityTelkom.

(6Dean is the head of the faculty/school who held the highest authority and responsibility in the academic implementation in each respective faculty or school within the Telkom University environment, assisted by vice deans.

(7) The Faculty or School Senate is the highest normative body within the Faculty or School at Telkom University.

(8) The Study Program is a unit of educational and learning activities in curriculum and learning methods in one type of academic education, vocational education, and/or professional education at Telkom s

(9) The Head of the Study Program is a lecturer responsible for leading the implementation of the Study Program.

(10) The Head of Learning Development, Curriculum, and Student Internship is a lecturer who is responsible for leading the implementation of Basic and General Lecture Programs.

(11) Lecturers are professional educators and scientists at Telkom University with the task of a primary role in transforming, developing, and disseminating knowledge and technology through educating, research and community service.

(12) Academic Advisor is a lecturer responsible ing giving academic advice to a particular through the Decree of the Chancellor or the Decree of the Dean of the Faculty.

(13) Tutors are educators who are appointed to assist lecturers and implement their duties to facilitate student learning and teaching activities.

(14) Students refer to students Higher Education level who are registered and studying at Telkom University.

(15) Prospective new students are participants in the selection of new student admissions who have

been accepted at Telkom University.

(16) The Tridharma of Higher Education often referred to as the Tridharma, is an obligation Higher Education to organize education, research, and community service.

(17) Education is a conscious and planned effort to create an atmosphere of learning and learning process so that students actively develop their potential to have religious-spiritual strength, self-control, personality, intelligence, noble character, as well as the skills needed by themselves, society, nation, and country.

(18) Higher Education is a level of education after secondary education which includes diploma, undergraduate, master, doctoral, professional, and specialist programs, organized by universities based on Indonesian culture.

(19) Academic education is Higher Education in undergraduate programs and/or programs postgraduates directed at the mastery and development of various branches of science.

(20) Vocational education is higher education in a diploma program that prepares students in becoming professionals in jobs with certain applied skills, up to undergraduate programs applied and can also be developed to applied masters and doctoral programs.

(21) Professional education is a higher education after a bachelor program that prepares the students in occupations that require special skill requirements, in collaboration with the Ministry, other Ministries, Non-Ministry Government Agencies, and/or professional organizations responsible for the quality of professional services, organized by the University

(22) Long Distance Education (LDE) is a learning process for students separated from educators and uses various learning resources through information and communication technology and other media.

(23) Basic and General Lecture Program is an educational and learning activity

given the special task of managing the administration of the General Basic Lectures (GBL), General Compulsory Courses (GCC), Work-Ready Courses Programs (WCP), Student Choice Courses (SCC), and management dan implementation of internship programs, field/industry work, practical work, co-op or other forms of apprenticeship at Telkom University.

(24) Learning is a process of student interaction with lecturers and learning resources in a learning environment.

(25) Blended learning is a learning method that combines classroom learning and online learning.

(26) Distance learning is a learning method in which students and educators are separated in place and/or time so that part of the entire process is implemented remotely using technological intermediaries information and communication.

(27) Classroom learning is a learning method that involves students, academic staff, and educators who interact in the same classroom.

(28) Online learning is a learning method that involves students, learning resources, and educators who interact with technology intermediaries information, and communication.

(29) CeLOE LMS (Learning Management System) is the software used

to manage the entire online learning process.

(30) Work-ready programs (WRAP) are programs which are industrial engagement which is aimed at preparing graduates who are ready to work under the competency targets and the profile of the program graduates study.

(31) Registration is an academic administration process at the beginning of each semester which intended to certify the status of administrative registration as an active student and at the same time to ratify the student's study plan for the semester.

(32) Guidance is the process of academic consultation of a student to a lecturer assigned as a Guardian Lecturer/Academic Advisor for students, to direct students during their studies at the University and support the development of a conducive academic atmosphere for the success of student studies.

(33) Student status is the status of student administrative records at a semester.

(34) Active student status is the status of students who are carrying out studies in a running semester. (35) Deffered admission is a status of students who are taking academic leave or do not carry out any academic activities in one semester.

(36Non-active student is a status for student who does not register on current semester.

(37) Student Identity Card (SIC) is an identity card that confirms registration

of a person's official status as a University student published with attribute standards and certain safeguards. KTM has a validity period based on the following provisions.

(38) Student Study Card (SSC) is a study plan card that MUST be owned by

active students of the University as legal evidence that the student registration process on a semester has been completed. KSM can be downloaded and printed when Students register at the beginning of the semester. KSM is used as an administrative reference and contains a class schedule for a student who studies in a semester.

(39) Study Plan Alterations (SPA) is the process of administrative recording of changes to the study plan taken by students during the registration process.

(40) An exam Card is a card that proves student participation in exams held at the University. The Exam Card contains a list of schedules and exam rooms for the courses being followed by University students to be used as a reference for the implementation of the Mid Semester Examination (MSE) and Final Semester Examination (FSE) and at the same time as a card recording student attendance at each test concerned.

(41) The curriculum is a set of educational plans and arrangements regarding study and lesson material, manner of delivery, and assessment also included to be utilized as a guideline for the implementation of teaching and learning activities in educational university institutions.

(42) Telkom University Academic Calendar is a calendar set by the Chancellor to align the University schedules with the national calendar, in terms of major holidays.

(43) Study Progress Report (SPR) is a report of the student's academic progress in a semester. The SPR contains a list of grades, feedback notes, feedback from the academic advisor, and study programs, which are submitted cumulatively and periodically every semester to parents of students. The purpose of the SPR is to report: The advancement of the education management system is monitored gradually, involving the participatory role of the parties' family/parents so that things can be evaluated that can support study improvement and prevent student study failure.

(44) Academic freedom is a term to describe the freedom owned by the entire academic community to explore and develop Science, Technology, and Arts through the implementation of the Tridharma of Higher Education.

(45) Academic Pulpit Freedom is a special authority for professors, lecturers, scholars with a reputation, and scientific authority to state openly and responsibly regarding something related to the family of knowledge and branches of knowledge.

(46) Scientific autonomy is the autonomy of the academic community in a branch of science Knowledge, Technology, and Art in discovering, developing, reveal, and defending scientific truth according to the regulation, methods, science, and academic culture.

(47) The academic environment refers to academic environment that is conducive to the implementation of academic freedom, freedom of the academic pulpit, and for the process of transformation of Science Knowledge and/or Technology that is useful for the development of the potential of the academic community, contributions to the welfare of society, and the reputation of the University.

(48) The academic community refers to academic communities and/or individuals lecturers and students who have a scientific tradition and academic freedom to develop an academic culture.

(49) Academic culture is the entire system of values, ideas, norms, actions, and works based on Science, Technology, and Art under the High Education Principles.

(50) Terminology and understanding of activities on International education programs are as follows:

a. Company Visit refers to a visit by international class students and lecturers to multi-national companies for deepening insights related to the field of study in international class;

b. Double Degree is an International lecture program with 2 (two) years of study at foreign universities that provide degrees from Telkom University and foreign universities;

c. Edutrip is a program for students and lecturers to travel abroad to visit several institutions related to the field of international education students.

d. General Lecture refers to a general lecture that presents speakers according to the field of study attended by international class students;

e. The Immersion Program is a program that gives students a hands-on experience in the international environment to be introduced to business activities and overseas industry which is one of the graduation requirements international students;

f. Internship refers to the international class student internship program at a foreign or multinational company in a limited time that gets recognition credit;

g. Student Exchange refers to the exchange between University students Telkom international class with foreign students;

h. ECCT (English Communlcatlve Competence Test) is an English competency test of Telkom University to measure listening and speaking communicative skills with a score scale of 1.00 - 4.00;

i. ESZ (English Speaking Zone) Is refer to a specific area for the academic community to communicate using English

j. EPrT (English Proficiency Test) is a language competency test at the Center Telkom University to measure academic ability in, listening, grammar, and reading English with a score scale of 217 – 667;

k. ITP TOEFL (lnstitutional Testing Program - Test of English as Foreign Language) Refers to an International English test to measure proficiency in English, especially in an academic language, with a score ranging from 217 to 667

l. International Certification refers to a certification obtained by international students who take international examinations and training in certain fields.

m. Proof Reading refers to a pre-publication examination to ensure the accuracy of language and substance.

## Section II General Terms

(1) Regulations in this Decree do not conflict and are in line with the university and provisions of nationally applicable rules and regulations within the Unitary State of the Republic of Indonesia.

(2) Regulations in this Decree apply to all students at the university.

(3) All lecturers assigned to oversee academic administration of the following criteria: exceed the minimum qualification requirements and authorities regulated in the national regulations and standards of higher education in Indonesia, with adjustments as necessary to the circumstances at the university.

(4) Academic administrations must be recorded in an integrated manner in the university information system under the provisions of national regulations and be reported correctly, accurately, transparently, and accountably to the system of national academic information at the ministry in charge of high education development.

**BAB II KEBIJAKAN SELEKSI MAHASISWA BARU**

## Section 3 Purpose and Principles of the Selection

(1) Academic administrations must be recorded in an integrated manner in the university information system under the provisions of national regulations and be reported correctly, accurately, transparently, and accountably to the system of national academic information at the ministry in charge of high education development.

(2) New students selection must be implemented by applying the following principles:

a. Adhere to a Good University Governance (GUG), transparency, accountability, responsibility, independence, and fairness.

b. Selection Passing criteria are implemented based on an objective assessment of exceeding the specified criteria.

(3) By applying the principles as stated within Paragraph (2) and the purpose of the new students selection in Paragraph (1), the new student selection is to equalize opportunities of access to higher education for new students, without any discrimination in terms of ethnicity, religion, race, class, and gender, to also regard to gender representation and the province of origin of prospective students.

(4) By applying the principles as referred to in Paragraph (2), the implementation of the new student selection activities apply the same principles as in university administration, namely:

a. Avoid public deception,

b. apply respect and courtesy to the community as consumers,

c. does not charge fees other than those stated in the announcement

d. receive a report if there are unstated fees.

e. protecting the vulnerable stages and parts of the selection process guaranteed and protected by an integrity Pact.

(5) The quota for new student admissions for each study program from each track selection for each academic year is determined by a Rector's Decree.

(6) The university's New Student Selection provides an allocation of admission quotas for underprivileged communities but has the fulfillment of academic requirements, namely on the selection path for student admissions with scholarships, both supported by external funding sources or internal funding sources.

## Section 4 Freshment Qualification Regulations

(1All undergraduate, diploma-3, and diploma-4 study programs at the university, the participants are from high school / MA or Islamic boarding schools or education graduates other special ones who have obtained an equalization statement from the Education Office Local middle school / or vocational school that has a linear scientific field with the desired study program.

(2) Universities master study program, the selection participants' requirements come from graduates of undergraduate and diploma-4 programs who have a linear scientific field with the intended master's study program except for the Management Master's Study Program.

(3) University's Doctorate Program, the participants are graduates of the master's program who have a linear scientific field with the program intended doctoral studies.

(4) The scientific field. Participant of the education program is linear with the field of the intended study program and is determined by the university.

(5) D4 graduates who will attend a magister program are required to take equalization or matriculation activities for 1-2 semesters.

## Section 5 Selection Paths

(1) New Student Admissions for the Postgraduate Program is held every year through selection channels including:

a. Diploma National Selection Path;

b. Bachelor National Selection Path;

c. Postgraduate National Selection Path;

d. Other paths will be regulated in separated provisions.

(2) New Student Admissions for Undergraduate and Diploma Programs implemented in every academic year through selection paths including:

a. School Report Card Path;

b. Writing Selection Path;

c. Scholarship Selection Path;

d. Computer Based Test (CBT);

e. Other paths will be regulated in separated provisions.

(3) The Reports Selection Path refers to a selection path with the primary purpose is to select the best prospective students from high schools throughout Indonesia. This selection is based on the grade XII student report cards of *SMA/MA/SMK* from the first to the last semester according to the implementation time, with the following conditions:

a. Report card grades for the exact study program are ranging from Physics, Mathematics, English, and Indonesian.

b. The value of the report card for selection in the non-exact study program is Mathematics, English, and Indonesian.

c. Assessment based on the school ranking index which based on the learning achievement of the alumni of respective schools who have been university students in four years last year (Index of Student Learning Outcomes, the average alumni of
Each *SMA/MA/SMK*).

 (4) The Written Test Selection Path is a selection path whose main purpose is selects the best prospective students from high schools throughout Indonesia. This selection path is based on the written test scores of SMA/MA/SMK/SMK students. Equivalent to the time of implementation, with the following conditions

a. Selection test score for the exact study program is Physics, Mathematics, English, and Indonesian.

b. Selection test score for the non-exact study program is Mathematics, English, and Indonesian.

c. For prospective students who apply to the Faculty of Creative Industries, an additional creative test form is required.

(5) Scholarship Selection Path refers to a selection path aimed at attracting students highly qualified to be awarded a scholarship in the form of exemption from the elements tuition fees, either in full or in part, which is arranged according to the recommendations of the selection results. The types and conditions of scholarships are regulated in separate provisions.

(6) The Computer Based Test (CBT) paths, is a selection on the Written Exam (UT) as in Paragraph (5) which is supported by the implementation of online selection (online).

(7) New student admission in the diploma/vocational program implemented based on the test results and acceptance of the respective students.

(8) Admission of new students for magister and doctoral programs implemented through the Written Exam selection, which consists of the following exam materials:

a. TOEFL (Test of English as Foreign Language), IELTS (International English

Language Testing System) or EPT (English Proficiency Test).

b National Standard APT (Academic Potential Test)

(9) Selection paths at the undergraduate and diploma study program levels implemented for acceptance of new students at the beginning of each academic year (beginning of odd semesters).

(10 The selection at the master and doctoral study program levels is implemented for acceptance of new students at the beginning of each academic year (beginning of odd semesters) and the middle of the academic year (beginning of even semester).

## Section 6 Qualification Results and Decisions

(1) General guidelines and formulas used in the provision to calculating scores selection are determined in the separate decree.

(2) The appraisal of the new student selection from each path is discussed and recommended by the new student selection session, which is based on the guidelines and formulas in Paragraph (1) and the data on the results of the implementation of the selection provided by the selection team.

(3) The recommendation for the thesis defense as referred to in paragraph (2) is confirmed by Chancellor's decree, implemented as the basis for announcing the results selection of participants.

## Section 7 Study Program Management Standard

(1) The implementation of education in the study program as referred to in Section 1 Paragraph (8) includes academic education, vocational education, and professional education as in Section 1 Paragraph (19), (20), and (21).

(2) Academic education consists of undergraduate programs (*Strata-1/S1*), master programs (*Strata-2/S2*), and doctoral programs (*Strata-3/S3*) with standard curriculum and period study as follows:

> a. The university's undergraduate program curriculum is 144 – 146 credits for a normal period of 8 (eight) semesters which can be taken within a period of a minimum of 7 (seven) semesters and a maximum of 12 (twelve) semesters after taking a high-school graduation or a high school vocational school in the same area or which is equivalent to both.

b. The curriculum of the master program at the university is 36 – 50 credits for the normal study period of 4 (four) semesters which can be taken in a minimum of 3 (three) semesters and a maximum of 6 (six) semesters including: thesis preparations, after passing the undergraduate program in the same field or equivalent.

c. The doctoral program curriculum at the university is a minimum of 42 – 56 credits based on linearity and the readiness of new students determined by the study program, which scheduled for a regular study period of 6 (six) semesters and a maximum of 12 (twelve) semesters after completing the magister program or its equivalent, which consists of four stages, namely: i). Qualification, ii). Proposal Preparation Research, iii). Research and Publications, and iv). Dissertation Writing and Examination.

(3) Vocational education consists of *Ahli Pertama* program (Diploma-1/D1), *Ahli Muda* (Diploma-2/D2), *Ahli Madya* (Diploma-3/D3), and *Sarjana Sains Terapan* (Diploma-4/D4) Programs, with the following curriculum standards and study periods:

a. The curriculum for the *diploma-1* program at the university is 36 – 38 credits for a regular study period of 2 (two) semesters which can be taken in a minimum of 2 (two) semesters and a maximum of 3 (three) semesters after graduating from high school or equivalent.

b. The curriculum of the diploma-2 program at the university is 72 – 74 credits for a regular study period of 4 (four) semesters which can be taken within a period of a minimum of 4 (four) semesters and a maximum of 6 (six) semesters after taking high school graduation or equivalent.

c. Diploma-3 program curriculum at the university is 108 – 112 credits scheduled or a regular study period of 6 (six) semesters and can be taken within a minimum of 6 (six) semesters and a maximum of 8 (eight) semesters after taking high school graduation or equivalent.

d. The curriculum of the applied diploma-4 or undergraduate program at the university is 144 – 146 SKS scheduled for a regular study period of 8 (eight) semesters and can be taken within a minimum of 8 (eight) semesters and a maximum of 12 (twelve) semesters after graduating from high school or equivalent.

(4) Professional education consists of professional programs, specialist/specialist-1 (Sp-1) programs, and subspecialist/specialist-2 (Sp-2) programs, with standard curriculum and study period following:

a. The curriculum for the professional program at the university is 36 – 38 credits scheduled for a regular study period of 2 (two) semesters which can be taken in a minimum of 2 (two) semesters and a maximum of 3 (three) semesters after taking graduation from bachelor's degree program in applied science or equivalent.

b. The curriculum of the specialist/specialist-1 program at the university is 72 – 74 credits which scheduled for a regular study period of 4 (four) semesters that can be taken within a minimum of 4 (four) semesters and a maximum of 6 (six) semesters after graduated from a professional program or equivalent.

c. The curriculum of the subspecialist/specialist-2 program at the university is 72 – 74 credits which scheduled for a regular study period of 6 (six) semesters that can be taken within a minimum of 6 (six) semesters and a maximum of 10 (ten) semesters after graduating from a specialist program / specialist-1 in a field or similar equivalent.

(5) The curriculum as referred to in Section 1 Paragraph (41) is developed by refers to the National Higher Education Standards for each study program includes the development of intellectual intelligence, character, and skills.

(6) The curriculum for undergraduate and diploma programs at universities must contain:

a. General Basic Courses (GBC) consisting of Religious Education and Ethics, *Pancasila*, Citizenship and Indonesian Language; and

b University Compulsory Courses (UCC) represent the vision, mission, and governance of university values consisting of English, Entrepreneurship, Data Literacy, Technological Literacy, Human Literacy, and Character Building.

(7) Implementation of courses in the UCC group as referred to in Section 7 Paragraph (6) letter b:

a. for English, Entrepreneurship, Data Literacy, Technology Literacy, and Human Literacy subjects each have a study load of 2 credits and can hold in large classes (2 or 3 times the regular class size) and can be mixed across study programs both within the same or different faculties;

b. for the Character Building course has a study load of 1 or 2 credits and can be held in large classes (2 or 3 times the regular class size) and can be mixed across study programs within the same faculty; and

c. can be inserted in one or several specific courses.

(8) The composition of the credit load for each form of learning activity as stated in Section 7 Paragraph (1) is regulated in the curriculum rules for each study program levels and types of academic education, vocational education, and professional education, which determined through a separate Rector's Decree, under applicable standards and rules.

(9) Vocational education as referred to in Section 7 Paragraph (3) can be held in an open system with the flexibility of choice and completion time of education (multi-entry, multi-exit system) and can be done in the form of a joint degree (joint degree).

degree) or double degree (double degree) based on a joint curriculum (joint curriculum) in accordance with the provisions of the legislation.

(10) The implementation of education in the study program as referred to in Section 1 Paragraph (8) can also be held in the form of Distance Education (PJJ), which is a study program with the implementation of more than 50% (fifty percent) of the number of courses and/or study load in the curriculum of face-to-face study programs that have permission Minister..

(11) The implementation of the diploma-3 program is planned to produce graduates with the following general skills:

a. able to complete a wide range of work and analyze data with a variety of appropriate methods, both those that have not been and standardized regulations;

b. able to demonstrate quality and measurable performance;

c. able to solve problems with appropriate nature and context with its applied area of expertise based on logical, innovative, be responsible for the results independently;

d. able to compile reports on results and work processes accurately and validly and communicate them effectively to other parties in need;

e. able to work together, communicate, and be innovative in their work;

f. able to be responsible for the achievement of the results of group work and perform supervision and evaluation of the completion of work assigned to workers under their responsibility;

g. able to carry out the process of self-evaluation of the working group in the under their responsibilities, and manage the development of work competencies independent;

h. able to document, store, secure, and find back data to ensure validity and prevent plagiarism.

(12) The implementation of the applied diploma-4/bachelor program is designed to produce Graduates with the following general skills:

a. able to apply logical, critical, innovative, quality and measurable thinking in performing specific work in their area of expertise and under the standard of work competence in the concerned field;

b. able to demonstrate independent, quality, and measurable performance;

c. able to examine cases of the application of science and technology pay attention to and apply humanities values according to their field of expertise to produce a prototype, standard procedure, design, or artwork, compiling the results of the study in the form of working papers, design specifications, or essays art, and upload it on the college website;

d. able to compile the results of the studies in the form of working papers, specifications design, or art essay, and upload it on the college website;

e. able to make appropriate decisions based on standard procedures, design specifications, work safety, and security requirements in supervising and evaluating the work;

f. able to maintain and develop a network of collaboration and cooperation results from inside and outside the institution;

g. responsible for the achievement of the results of group work and perform supervision and evaluation of the completion of work assigned to workers under their responsibility;

h. able to perform the process of self-evaluation of the working group under their responsibility, and able to manage independent learning;

i. able to document, store, secure, and find back data to ensure validity and prevent plagiarism.

(13) The implementation of undergraduate programs is planned to produce graduates with the following general skills:

a. able to apply logical, critical, systematic, and innovative thinking in context development or implementation of science and technology that pay attention to and perform humanities values under the field chosen expertise;

b. able to demonstrate independent, quality, and measurable performance;

c. able to examine cases of the application of science and technology pay attention to and apply humanities values according to their field of expertise to produce a prototype, standard procedure, design, or artwork, compiling the results of the study in the form of working papers, design specifications, or essays art, and upload it on the college website;

d. able to compile the results of the studies in the form of working papers, specifications design, or art essay, and upload it on the college website;

e. able to make the right decisions in solving problems in their area of expertise, based on the results of information and data analysis;

f. able to maintain and develop networks with supervisors, colleagues both inside and outside the institution;

g. responsible for the achievement of the results of group work and perform supervision and evaluation of the completion of work assigned to workers under their responsibility;

h. able to carry out the process of self-evaluation of the working group that is under their responsibility, and able to manage independent learning;

i. able to document, store, secure, and find back data to ensure validity and prevent plagiarism.


(14) The implementation of the master's program is planned to produce graduates with: following general skills:

a. able to develop logical, critical, systematic, and creative thinking through scientific research, creation of designs or works of art in the field of scientific knowledge and technology that pays attention to and applies humanities values according to their field of expertise, compiling

scientific conceptions and the results of their studies based on scientific principles, procedures, and ethics in the form of a thesis, and publish sections in nationally accredited scientific journals and gain international recognition in the form of scientific presentations or other equivalents;

b. able to carry out academic validation or studies according to their field of expertise to solve problems in society or relevant industries through development of knowledge and expertise;

c. able to organize ideas, thoughts, and scientific arguments responsibly and based on academic ethics, and communicate it through media to the academic community and the wider community;

d. able to identify the scientific field that is the object of research and positioning into a research map developed through an interdisciplinary or multidisciplinary approach;

e. able to make decisions in the context of solving problems development of science and technology that pays attention to and apply humanities values based on analytical or experimental studies to information and data;

f. able to manage, develop and maintain a network with colleagues, peers within the institution and the wider research community;

g. able to the increase capacity of learning independently;

h. able to document, store, secure, and find the return of research data to ensure validity and prevent plagiarism.

(15) The implementation of the doctoral program is planned to produce graduates with the following general skills:

a. able to find or develop new scientific theories/conceptions/ideas to contribute to the development and practice of science and/or technology that pays attention to and applies humanities values in their fields of expertise, by producing scientific research based on scientific methodologies, logical, critical, systematic, and creative thinking ;

b. able to organize interdisciplinary, multidisciplinary, or transdisciplinary research, including theoretical studies and/or experiments in the fields of science, technology, art and innovations in the form of a dissertation, as well as publishing two sections dua indexed in national and international scientific journals;

c. able to choose research that is appropriate, current, advanced, and provides benefit to society through an interdisciplinary, multidisciplinary, or transdisciplinary, to develop and/or produce solving problems in the fields of science, technology, art, or society, based on the results of a study on the availability of internal and external resources external;

d. able to develop research maps with an interdisciplinary approach, multidisciplinary, or trans disciplinary, based on a study of the main objectives of the research and its constellation on a wider target;

e. able to formulate scientific, technological, or artistic arguments and solutions based on a critical view of facts, concepts, principles, or theories that can be accountable scientifically and academically ethically, as well as communicate it through the mass media or directly to the public;

f. able to demonstrate academic leadership in management, development of resources and organizations that are under their responsibility;

g. able to manage, including storing, auditing, securing, and rediscover data and information on research results included in the responsibilities;

h. able to develop and maintain collegial and peer relationships within the environment or through a network of collaboration with the community researchers outside the institution.

| Jenis Pendidikan | Masa Studi (Semester) | | | Course Hours |
|---|---|---|---|---|
| | Minimum | Regular | Maximum | |
| Academic Program | | | | |
| 1. Bachelor Program (*Strata 1/S1*) | 7 | 8 | 12 | 144 – 146 |
| 2. Magister Program (Strata 2/S2) | 3 | 4 | 6 | 36 – 50 |
| 3. Doctorate Program (Strata 3/S3) | - | 6 | 12 | 42 - 56 |
| Vocational Education | | | | |
| 1. First Associate Degree (*D1)* | 2 | 2 | 3 | 36 – 68 |
| 2. Young Associate Degree (*D2)* | | | | |
| 3. Intermediate Associate Degree (*D3)* | 4 | 4 | 6 | 72 – 74 |
| 4. Bachelor's Degree (*D4)* | 6 | 6 | 8 | 108 – 112 |
| | 8 | 8 | 12 | 144 – 146 |
| Professional Education | | | | |
| 1. Professional Program | 2 | 2 | 3 | 36 – 38 |
| 2. Specialist Program/Specalist-1 (Sp-1) | | | | |
| 3. Subspecialist Program/Specialist-2 (Sp-2) | 4 | 4 | 6 | 72 – 74 |
| | 6 | 6 | 10 | 72 – 74 |

## Section 9 Study Outside the Study Program

(1) The form of learning referred to in Section 8 Paragraph (1) is implemented within the study program and outside the study program.

(2) The form of learning outside the study program as referred to in Paragraph (1) is a learning process consists of:

a. attending a different study programs or certain units within university;

b. Attending the simillar study program in other university;

c. attending a different study programs in other university; and

d. attending a non-university institution.

(3) The learning process outside the study program as referred to in paragraph (2) letter b, and letter c, is implemented on a cooperation agreement between the university and other related universities, and the results of lectures are recognized through a semester credit units transfer mechanism.

(4) The learning process outside the study program as referred to in paragraph (2) letter d is implemented on a cooperation agreement between the university and other related institutions and their implementation is coordinated by the Academic Directorate.

(5) The learning process outside the study program as referred in Paragraph (2) is an activity in the program that can be determined by the Ministry and/or chancellor.

(6) The learning process outside of the study program as referred to in Paragraph (2) implemented out under the guidance of the lecturer.

(7) The learning process outside the study program as referred to in paragraph (2) letter c and letter d is implemented only for undergraduate programs and applied for undergraduate programs except for the health program.

(8) Fulfillment of study period and load for undergraduate or program students applied bachelor degree can be implemented by:

> a. participate in the entire learning process in the study program according to the time and study load; or
>
> b. follow the learning process in the study program to fulfill part of the time and learning load and the rest adhere the learning process outside the program studies as referred to in Section 9 Paragraph (1) and Paragraph (2);

(9) Fulfillment of study period and load for undergraduate or program students applied undergraduate in the learning process as referred to in Paragraph (8) letter b in the following manner:

> a. Minimum of 4 (four) semesters learning in the study program under the applicable curriculum;
>
> b. 1 (one) semester or equivalent to 20 (twenty) semester learning credit in a different study program or a particular unit in university; and
>
> c. maximum of 2 (two) semesters or equivalent to 40 (forty) credit units semester is learning in the same study program or program different studies or other institutions outside the university.

(10) Learning activities for undergraduate or associate degree students as referred to in Section 9 Paragraph (9) letter b and letter c grouped into:

> a. Work-Ready Program Study Courses (*MK WRAP*); and
>
> b. Student' Selected Study Program (*MKPM*).

(11) Group of Work-Ready Program (*MK WRAP*) subjects as referred to in Section 9 Paragraph (10) letter a:

> a. is a group of courses that contains programs that are industrial engagement aimed at preparing graduates who are ready to work in accordance with the competency targets and graduate profiles study program;
>
> b. is a program designed to prepare graduates to have a professional (WRAP Internship/ Apprenticeship), entrepreneur (WRAP Entrepreneurship), or researchers (WRAP Research) who are ready-to-work and reliable;
>
> c. is a program that is implemented at the final level, or is a part of inseparable from the curriculum of the study program (related courses or Final Assigments) and is continuous with several courses in the study program;
>
> d. is a program that can be taken for 1 (one) or 2 (two) semesters with a credit load of 8 (eight) to 10 (ten) credits per semester;
>
> e. is a program managed by the Lecturer Group, Expertise Group, Faculties, Units within the University (directorates, research centers, or innovation center) that can be collaborated with other institutions outside Universities such as corporations, business startups, and research institutes other; and
>
> f. is a program that is carried out on a full-time basis, therefore the remaining compulsory or elective courses at the final level can be taken online, allowing students to focus on carrying out WRAP activities.

(12) Group of Student Choice Courses (MKPM) as referred to in Section 9 Paragraph (10) letter b:

a. is an elective or conversion course that recognizes activities student learning (recognition learning) outside the study program carried out based on their preferences and orientations to improve competence independently related to the appropriate community or industry environment with scientific clumps and profiles of study program graduates;

b. are student learning activities that can be carried out in semester of SKS taking or in the past (prior learning) during competence is still attached, in the form of the following activities:

> i. take courses that are parts of the Elective Course group Universities (MKPU), such as Financial for Non -Financial Students (FINNON), Computing for Non Computing Students (COMPNON), Project Management (MANPRO), and other courses provided and determined by the University.
>
> ii. Take courses that are members of the Cross Course group Study programs (MKLP) both inside and outside the University that are relevant and appropriate with a graduate profile of the study program and has been approved and determined by study program as part of the Study Program's Elective Subjects (MKPP) group.

iii. participate in internship activities in certain units at universities that have equated with learning activities in the Internship Course group Units (MKMU) that are relevant and in accordance with the profile of graduates of the study program and has been approved and determined by the study program as part of the group Study Program Elective Courses (MKPP);

iv. participate in internship activities in certain units at universities that have equated with learning activities in the Internship Course group Units (MKMU) that are relevant and in accordance with the profile of graduates of the study program and has been approved and determined by the study program as part of the group Study Program Elective Courses (MKPP);

v. participate in community service activities (*abdimas*), such as:participating in Thematic Real Work Lectures (*KKN Thematic*), projects in villages, humanitarian projects, defending the country, teaching in primary and secondary schools, providing counseling, providing training, business consulting, and other learning activities that are relevant and in accordance with the program graduate profile study program and has been approved and determined by the study program as part of the Study Program Elective Subjects group (MKPP);

vi. Take part in relevant and appropriate recognized competitions with a graduate profile of the study program and has been approved and determined by study program as part of the Study Program's Elective Subjects group (MKPP);

vii. Follow and have expertise or professional certifications that can recognized, relevant, and in accordance with the profile of graduates of the study program and has approved and determined by the study program as part of the group Study Program Elective Courses (MKPP); and

viii. creating works that can be recognized as relevant and appropriate with the learning achievement of the study program and have been approved and determined by the study program as part of the Elective Study Program group (MKPP); and

ix. Other activities that are relevant and in accordance with the achievements study program and have been approved and determined by the program study as part of the Elective Study Program (MKPP) group.

(12) Letter b point v to ix students must choose to be recognized as recognition of SKS or TAK points.

(13) The WRAP program can be implemented for master study programs or applied master study programs for students who have not had work experience (fresh graduate) for 1 (one) semester within the framework of the Co-Operative Education (Co-Op) program.

(14) For student learning activities as mentioned in Section 9 Paragraph (12) letter b points, v to ix students must choose to be recognized as recognition of SKS or TAK points.


**Chapter 10: Lectures**

(1) A lecture is a meeting between lecturers and students who aims for the implementation of learning activities as referred to in Section 8 Paragraph (1) in points a, b, and c.

(2) Pelaksanaan kegiatan belajar dalam perkuliahan dapat berupa ceramah, tanya jawab,

presentasi atau kegiatan lain sesuai dengan metode student-centered learning (SCL)

dengan pendekatan outcome-based education (OBE) yang telah ditetapkan sesuai

rancangan kurikulum, rancangan pembelajaran semester (RPS) dan silabus mata kuliah

agar materi mata kuliah dapat dipahami oleh mahasiswa.

(3) The learning process in the Regular Program (Regular Study Program) lectures implemented with a temporary blended learning model specifically for the Study Program Distance Education (PJJ Study Program) is implemented with a distance learning model and regulated in more detail in the special academic guidelines of the PJJ Study Program.

(4) Under special conditions, all learning processes in lectures for both the Regular Program and the PJJ Study Program can be carried out with a fully online learning model.

(5) Specific condition stated in paragraph (4) above could be enforced as follows:

> a. Courses in the semester or final level in undergraduate programs applied undergraduate programs diploma-4 and diploma-3 programs so that students can participate in full learning activities outside the study program.

> b. Conditions where direct lectures are not possible due to natural disasters or pandemics.

(6) The type of learning for the blended learning model as mentioned in Paragraph (3) using a combination of face-to-face learning (classroom learning) or online learning, while for online learning models fully online learning as stated in Paragraph (4) only using online learning (online learning).

(7) Learning activities for each type of learning as referred to in Paragraph (6) is as follows:

a. Direct Lectures (classroom learning)

> i. Scheduled activities, namely learning activities in the form of face-to-face (Direct Learning) in the classroom between students and teachers in the form of lectures and discussions.

> ii. Structured Task is a study activities by students that are not scheduled but are planned by the teaching staff, for example in the form of doing homework or completing questions given by the teaching staff.

iii. Independent Tasks is learning activities carried out by students independently (not planned by teaching staff) such as studying lecture materials, preparing lecture notes, discussions, or other academic activities.

b.      Online Learning

i. Guided Learning, which is a learning process provided by universities to assist student learning in the form of face-to-face tutorials and online tutorials, relying on the guidance of teachers.

ii. Independent Learning, which is a learning process that is initiated by students within a certain period to be able to help students learn independently, lecturers prepare various tasks and triggers/initiations by utilizing ICT.

(8) Every lecture meeting must have interactive learning activities between teaching staff and students, both for lectures on face-to-face learning models (classroom learning), online learning (online learning) or full online learning (fully online learning) with types of interactions and limitations. the number of meetings as follows;

| Student-Lecturer Interaction Shape | Minimum | Maximum |
| --- | --- | --- |
| a) Blended Learning<br><br>  1. Direct Learning (Classroom Learning)<br>  2. Online Learning / Synchronous Online Tutor / Asynchronous Online Tutor | <br><br>7 Session<br><br>4 Session | <br><br>10 Session<br><br>7 Session |
| b) Fully Online Learning<br><br>  1. Synchronous Online Learning<br>  2. Synchronous Online Tutor / Asynchronous Online Tutor | <br><br>8 Session<br><br>- | <br><br>-<br><br>6 Session |
| c) Distance Learning<br><br>  1. Synchronous Online Learning<br>  2. Synchronous Online Tutor / Asynchronous Online Tutor | <br><br>-<br><br>10 Session | <br><br>4 Session<br><br>- |

(9) The implementation of learning activities through structured assignments, independent assignments, and independent learning as mentioned in Section 10 Paragraph (7) is mediated by the CeLOE LMS application.

(10) The lecture meeting is been held for a duration of 1 (one) week using the flipped classroom strategy, which is a learning strategy that focuses on student engagement and active learning, giving lecturers a better opportunity to deal with differences in students' understanding levels and learning preferences in face-to-face or classroom classes. discussion.

(11) The attendance of lecturers and students is determined based on attendance in direct face-to-face meetings (meetings in class or online) and completion criteria (completion criteria) for structured assignments, independent assignments, and self-study at CeLOE LMS.

(12) Completion criteria as stated in Paragraph (11) minimum students get a value beyond the passing grade through the evaluation module using a review quiz every meeting

## Section 11

### Credit Hours System

(1) The semester credit system is an education administration system using semester credit units (SKS) to state the student study load, lecturer workload, learning experience, and program administration burden.

(2) Semester credit unit (SKS) is a measure of appreciation for learning experience gained during one semester through scheduled activities per week, namely:

 a. 1 (one) Credit Hours in the classroom learning model includes:

 i. scheduled face-to-face learning activities in class 50 (fifty) minutes per week;

 ii. learning activities with structured assignments of 60 (sixty) minutes per week; and

 iii. 60 (sixty) minutes of self-study activities per week.

 b. 1 (one) Credit hours in online learning model lectures include:

 i. guided learning activities with face-to-face online or synchronous online tutorials or asynchronous online tutorials of 50 (fifty) minutes per week;

 ii. self-study activities of 120 (one hundred and twenty) minutes per week.

 c. 1 (one) Credit Hours in the form of seminar learning or other similar forms of learning, including:

 i. Direct face-to-face learning activities of 100 (one hundred) minutes per week; and

 ii. 70 (seventy) minutes of self-study activities per week.

 d. 1 (one) Credit Hours in the form of learning as mentioned in Section 8 Paragraph (1) letters d to k, is 170 (one hundred and seventy) minutes per week per semester

## Section 12

### Semester System

(1) A semester is a unit of activity time consisting of 16-19 weeks of lectures or other scheduled activities, along with accompanying activities, including 2-3 weeks of assessment activities.

(2) One academic year consists of 3 (three) semesters, namely:

 a. Odd Semester which runs from September to January,

 b. Even Semester which runs from February to June, and

c. Short Semester in which runs from July to August.

(3) The arrangement of the learning schedule is carried out by taking into account the convenience and effectiveness of learning activities for students and lecturers, as well as the availability of learning resources that support it, according to a curriculum design that is adapted to the nature and type of knowledge in the study program.

(4) In academic education programs, face-to-face in lectures for a course are as follows:

a. 2 credit hours lecture is implemented each week for 100 (one hundred) minutes each lecture.

b. 3 credit hours lecture is implemented each week for 150 (one hundred and fifty) minutes in each lecture.

c. 4 credit hours lecture is implemented for a total of 200 (two hundred) minutes with adjustable meeting schedule.

(12) In a vocational education program, the credit hours consisted of theoretical and practical lectures within a number of available hours in accordance with the applicable rules, with the time of the implementation of theoretical and practical lectures is based on section 7 paragraph (3).

(13) The technical and procedure for conducting lectures are regulated in more detail in the design and implementation rules of the study program curriculum for each level and type of academic education, vocational education, and professional education, which are determined through a separate Chancellor's Decree, according to applicable standards and rules.

(14) Lecture activities between semesters or short semesters can be held in the time span between even semesters and odd semesters. Provisions for holding the intermediate semester are as follows.

a. The short semester is held according to the student's learning load to meet the learning achievement of the study program that has been determined.

b. The short semester is held for a minimum of 8 (eight) weeks with a student learning load of a maximum of 9 (nine) credits.

c. If the short semester is held in the form of lectures, face-to-face at least 16 (sixteen) times including the Short Semester Middle Examination and Short Semester Final Examination.

d. The Pepat Semester can be used as a remedial semester in organizing regular program lectures.

(15) Matriculation courses can be given as a prerequisite for certain courses, with a load of 0 (Zero) Credit Hours.

**Section 13**

**Response and Mentoring**

(1) Response is a structured learning activity in an academic education program that is guided by a lecturer or assistant that aims to improve understanding of the lecture material through practice questions, discussions, mentoring or other guided activities.

(2) Responses for 3 credits courses are scheduled for 50 (fifty) minutes per week or 100 (one hundred) minutes per fortnight, and for 4 credits courses are scheduled for 100 (one hundred) minutes per week, with scheduling combined with lecture activities on Section 10 Paragraph (2).

(3) For courses with 2 credits, responses or mentoring are given based on the urgency of the needs specified in the curriculum design and course syllabus, with a maximum total time of 1/2 of the number of lecture meetings.

(4) If assisted by an assistant, the materials and tasks for response are provided or coordinated by the subject lecturer, with the scope being sought to lead to case studies/teamwork with the aim to develop student soft skills.

(5) Learning assessments and processes from the response activities are reported to the subject's lecturer in corresponding to the time and become the principles of the subject passing assessments compiled with the assessment result from other activities.

(6) In vocational education programs, responses which are structured learning activities can be carried out selectively based on the urgency of the needs set out in the curriculum design and course syllabus in addition to lectures and practices which are scheduled compulsory learning activities.

**Section 14**

**Practicum, Practice, Studio and Workshop**

(1) Practicum, Studio, and Workshop are examples of learning activities through application, examination, and simulation towards a tangible set of events based on theory or concept.

(2) In the vocational education program, a group practice with lectures is a scheduled compulsory learning activity for a course as referred to in Section 7 Paragraph (3).

(3) In academic education programs, practicum, studio, or workshop courses are treated equally with other courses, so that students who have taken them are given an indicator of learning success with an assessment as referred to in Section 22.

(4) In the implementations of Practicum, studio, or workshops, lecturers are assisted by educational staff and associates in implementing their duties under the coordination of each respective lecturer .

(5) Materials, assignments, and assessments for practicum, practical, studio, or workshop courses are provided and coordinated by the lecturer in charge of the relevant subject.

(6) Rules and regulations regarding the technical and implementation procedures for practicum, practice, studio, or workshop for each level of program and type of education as well as scientific fields are regulated in the design and implementation of the curriculum for each study program.

## Section 15

### Practical Work, Industrial Work, Internships, and Real Work Lectures

(1) Practical Work, Industrial Work, Internship and Real Work Lectures (*KKN*) are exercises that are carefully designed to create a certain work experience for students, which are carried out in a learning atmosphere. By carrying out Practical Work, Industrial Work, Internships, and Real Work Lectures (*KKN*) students are trained to recognize and appreciate the scope of work in the field, in order to adapt themselves to the environment to complete the learning process that has been obtained from college.

(2) Practical Work, Industrial Work, Internships and Real Work Lectures (KKN) are aimed at:

a. To facilitate the students in gaining practical experience according to their respective study programs.

b. To facilitate the students in gaining a real picture of the work environment and social environment, starting from the lower level to the higher level.

c. In order to give the presence of students participating in Practical Work, Industrial Work, Internship is expected to provide new benefits and insights for themselves and the institution where they carry out Practical Work, Industrial Work, and internships.

d. specifically for Practical Work is also intended so that students can fill the inter-semester vacation period with something that is useful and supports their expertise.

e. specifically for Real Work Lectures (KKN) is intended so that students get to know the social environment and society and make a real contribution to the social environment and society

(3) Practical Work with an academic load of 2 (two) Credit hours is carried out during the academic year holiday period (during July to August), which is the earliest after the end of semester IV for the S1 program and/or D4 program or after the end of semester II for the D3 program. for a minimum of 6 (six) weeks to a maximum of 8 (eight) weeks outside the lecture schedule, during full working hours (8 hours per day) in full working days (5 days per week).

(4) Industrial Work with an academic load of 4 (four) SKS is an educational activity for students of the D3 or D4 program by becoming daily workers in companies, industries, or small and medium-sized businesses for 3-4 months on the current lecture schedule, in the last semester of the study period or the previous semester, in full-time (8 hours per day) in full working days (5 days per week) at the work location of the university partner agency determined by the faculty or based on the university's application. p. the dean of the faculty according to the student's proposal which has been approved by the guardian lecturer.

(5) Internships with a weight of 8 − 9 credits can be started in the 6th (sixth) semester. Internships are implemented for 6 (six) months in full-time (8 hours per day) in full working days (5 days per week) at the

work location of the university partner agency determined by the faculty or based on the university's application u. p. the dean of the faculty according to the student's proposal which has been approved by the guardian lecturer. Internships/industrial work can replace courses in the study program as much as 8 – 9 credits excluding the Final Project courses.

(6) In the Real Work Lecture, industrial work could not be implemented simultaneously with the scheduled lectures by the student. The students are prohibited from applying for work permits to companies and agencies to conduct university lectures while undergoing real work lectures, industrial works, or internships

(7) Real Work Lecture (*KKN*) activities can be carried out during holidays or during lectures.

(8) The scope of activities during the Practical Work is as follows:

a. Students are assigned to do jobs at PT. Telkom and other partner agencies with specific types of work at the interpreter level or in the form of studies on the scope of work.

b. Every student must be able to provide benefits to their workplace. Students that are sent for practical work in an agency must adapt to the needs of each office or project.

(9) The scope of activities in Industrial Work and Internship are as follows:

a. Industrial Work and Internships are the implementations of the knowledge and skills that have been obtained from lecture activities to contribute to solving problems in various companies/agencies with fields of work that are in accordance with the faculties of knowledge.

b. The scope of industrial work and internships does not only include studies, but must provide real/concrete work results, such as: analysis and results or recommendations for solving a problem, simple products, designs, planning, training modules, work procedure modules, or others.

(10) The scope of activities of the Real Work Lecture (KKN) is as follows:

a. Students are assigned to carry out social and community activities to find out real social problems in the community.

b. The scope of activities for Real Work Lectures (*KKN*) must be able to provide benefits to the social and community environment so that every student sending for real work lectures in an area must be adjusted to the needs of that area.

(11) The implementation of Practical Work, Industrial Work, and Internships is guided by field supervisors from companies/agencies and academic supervisors from universities coordinated by the Learning, Curriculum & Student Internship Development Section.

(12) Academic Advisors for Practical Work, Industrial Work, Internship and Real Work Lectures (*KKN*) activities are the Guardian Lecturers of participating students or lecturers specially assigned by the Head of the Program or Faculty.

(13) Obligations of students participating in Practical Work and Real Work Lectures (*KKN*):

a. complies with all provisions and do not violate the rules set by the agency/company, including maintaining the confidentiality of the agency/company, applicable norms and ethics;

b. carries out all tasks assigned by the agency/region with the best quality according to the time allotted;

c. brings good character, personality and manners;

d. Maintain Honesty and Discipline

e. developing the ability to combine well, between the direction of the Field Supervisor with initiative and independence in completing tasks;

f. practice growing capabilities and professionalism in work;

g. maintain the good name of the alma mater; h. Prepare and present reports to supervisors.

(14) Requirements and procedures for Practical Work and Real Work Lectures (*KKN*):

a. Participants are undergraduate, D3 or D4 students who have completed all first-year courses with a GPA 2.00; for undergraduate students, they must have passed Level I/TPB.

b. Practical Work could be implemented as early as the end of semester IV for the S1 program or after the end of semester II for the D3 and/or D4 program.

c. Practical Work Management is carried out by the Learning, Curriculum & Student Internship Development Section in coordination with the Faculty, with the registration period starting 4 (four) months before implementation.

d. Management of Real Work Lectures (KKN) is implemented by the Directorate of Research and Community Service (PPM) in coordination with the Academic and Faculty Directorates.

e. Participating students are required to attend the briefing and submit the Practical Work guidebook to the Field Supervisor.

f. Students who take the Real Work Lecture (KKN) program can be equated with Study Program/Faculty Courses of 2 (two) credits and can be carried out starting in semester 3 (three).

(15) Internship requirements and procedures:

a. Internship participants are undergraduate students who have passed Level III, passed Practical Work, and passed a minimum of 120 credits with a GPA of 2.75.

b. Internships can be carried out starting in semester 6.

c. Internship activities can replace 8 or 9 credits of courses excluding Final Projects.

(16) Industrial Work requirements and procedures:

a. Industrial Work Management is carried out by the Faculty of vocational/diploma program organizers, with a registration period of at least 4 (four) months in advance.

b. Students participating in Industrial Work are required to take credits for the Industrial Work course in the Semester of Industrial Work.

(17) Practical Work Reports and Real Work Lectures (KKN) in the form of filling out workbooks provided by the University.

(18) Practical Work Reports and Real Work Lectures (KKN) must be submitted and presented to the Academic Advisory Lecturer no later than 1 (one) month after the end of the work implementation.

(19) Rules related to the preparation and submission of Industrial Work and Internship Reports will be further regulated in the technical guidelines.

## Section 16

### Diploma Final Project

(1) Final Project is a scientific paper from the final work that must be prepared by a student as one of the requirements for completion education in diploma-3 (D3) or diploma-4/applied bachelor (D4) programs in a university environment, which is intended as a capstone for the achievement of graduation competencies, among others as stated in Section 7.

(2) Final Project (PA) is allocated in the last semester with a minimum study load of 4 credits.

(3) The output of a Final Project (PA) can be in the form of prototypes, models, or other products, as well as documentation of the Final Project Report.

(4) Implementation of the Final Project can be done independently or in groups.

(5) The group Final Project consists of a maximum of 5 (five) students.

(6) In a group Final Project, each member takes a title that is part of one big theme and makes their reports by showing the interrelationships between group members.

(7) The Final Project Supervisor consists of Supervisor I and Supervisor II with requirements that refer to the provisions of national higher education standards and regulations, namely:

a. Supervisor I is a permanent lecturer with at least S2 (Master) education

with the academic position of Lector (L) in a field of expertise that is linear with the study program, or can come from a practitioner or industry with a minimum education of S2 with a minimum of 5 years work

experience or 5 years after taking Masters education in a field that is in accordance with the topic of the Final Project and is approved by the study program.

b. Advisor II is a lecturer who has a minimum education of S2 (Master) with the academic position of Expert Assistant (AA) in a linear area of expertise or supports the topic of the Final Project, or can come from a practitioner or industry with a minimum education of S1 with a minimum of 5 years or 5 years of work experience after taking undergraduate education in a field that is in accordance with the topic of the Final Project and is approved by the study program.

(8) Final Project Testing is carried out by a supervising lecturer and two examiners, with one examiner serving as Chair of the Session and another examiner and supervisor as a Member.

(9) The Final Project Examiner consists of two lecturers, namely:

a. at least S2 education;

b. has a minimum academic position of Expert Assistant;

c. one of the examiners is allowed a practitioner with competency skills relevant to the topic of the final project.

## Section 17

### Final Project/Bachelor Thesis

(1) Final Project/Thesis is a scientific paper from the final work that must be prepared by a student as one of the requirements for completing education in an undergraduate program (S1) in a university environment, which is intended as a capstone for the achievement of graduation competencies, between others as mentioned in Section 7.

(2) The Final Project/Thesis consists of two courses, namely Proposal Writing/Final Project I with a weight of 2 credits and Final Project II with a minimum weight of 4 credits. The Final Project II is carried out in the last semester of the study period which is a continuation of the Final Project I and Seminars in the previous semester. Final Project I and Seminar and Final Assignments II is a continuous unit of academic activities for 2 (two) semesters.

(3) The output of a Final Project/Thesis can be in the form of research results and solving problems encountered or products that are carried out systematically through analytical activities, which are reported in Scientific Writing.

4) The implementation of the Final Project/Thesis can be done independently or in groups.

(5) In the Final Project/Thesis in groups:

a. consisting of at most 5 (five) students;

b. each member takes a title that is part of a large theme and makes their own report by showing the interrelationships between group members.

(6) The Final Project Supervisor/Thesis Supervisor consists of Supervisor I and Supervisor II with the requirements referring to the provisions of national higher education standards and regulations, namely:

a. Supervisor I is a permanent lecturer with a minimum education of S2 (Master) with a minimum academic position of Lector (L) in the field of expertise that is linear with the study program.

b. Advisor II is a lecturer who has a minimum education of S2 (Master) with a minimum academic position of Expert Assistant (AA) with a linear field of expertise/supports the topic of the Final Project/Thesis, or can come from a practitioner/industry with a master's education and a minimum of 5 years or 5 years of work experience year after

take a master's degree in a field that is in accordance with the topic of the Final Project / Thesis and is approved by the study program.

(7) Testing of the Final Project/Thesis is carried out by a supervisor and two examiners, with one examiner serving as the Chair of the Session and the other examiner and the supervisor as a Member.

(8) The Final Project/Thesis Examiner consists of two lecturers, namely:

a. The Chairperson of the Session has at least a master's degree in education and has the academic position of Lector;

b. with Members with at least S2 education and have academic positions as Expert Assistants or practitioners who have expertise competencies relevant to the topic of the Final Project/Thesis.

<div align="center">

**Section 18**

**Master's Thesis**

</div>

(1) Thesis is a scientific paper from the final research work that must be prepared by a student as one of the requirements for completing education in a master's program (S2) in a university environment, which is intended as a capstone for the achievement of graduation competencies, among others as mentioned in Section 7.

(2) The thesis commission is a learning monitoring and evaluation (Money) system for every aspect such as the process of preparing research proposals and conducting thesis research, thesis research processes, lecturer eligibility in the mentoring process, and final exams for master studies. The thesis committee consists of:

a. head of the study program

b. Supervisor

c. Examiner

d. Representatives of Expertise Groups (KK) who have met the qualifications and have a Doctorate degree

(3) Based on the learning achievements in Paragraph (1) of this section, the Thesis is an inseparable part of a series of research activities, writing, reporting, and scientific publications that can be distributed since the first semester of 9 credits supported by lectures of 33 SKS, so that the proportion of the master program study load is 36-50 credits, including:

a. Lectures: 33 credits

b. Thesis Proposal: 2 Credits

c. Research and Thesis Writing: 6 Credits

d. Seminar: 1 credit

e. Scientific Work: 2 Credits

f. Internship: 6 credits

(4) Thesis Advisors consist of Advisors I and Advisors II with requirements that refer to the provisions of national higher education standards and regulations, namely:

a. The requirements for Advisor I are permanent lecturers who must be educated S3 (Doctoral) with a minimum academic position of Lecturer (L) in the field of expertise that is linear with the study program.

b. Advisor II is a doctoral-educated lecturer with a minimum academic position of Expert Assistant (AA), or a lecturer with a master's degree with a minimum academic position of Lector (L) with a linear or supportive field of expertise with a thesis topic, or can come from a practitioner or industry with doctoral education and a minimum of 5 years or 5 years of work experience after pursuing doctoral education in a field that is in accordance with the thesis topic and approved by the study program.

(5) Thesis testing is carried out by a supervisor and three examiners, with one of the examiners serving as Chair of the Session and other examiners and supervisors as Members.

(6) Thesis examiner consists of a minimum of two lecturers, namely:

a. the chairman of the session has at least a doctoral education and has the academic position of Lector;

b. with members with at least S3 education and academic positions as Expert Assistants or practitioners who have expertise competencies relevant to the Thesis topic.

(7) During the study period, the Thesis trial consists of three stages:

a. Thesis Proposal trial;

b. Thesis progress trial;

c. final stage of the thesis.

## Section 19

## Doctoral Dissertation

(1) A dissertation is a scientific paper based on research results compiled by a student as one of the requirements for completing education in a Doctoral Program (S3) in a university environment, which is intended as a capstone for the achievement of graduation competencies, among others as stated in Section 7.

(2) Based on the learning outcomes in Paragraph (1) of this Decree, the Dissertation is an inseparable part of a series of research, writing, reporting, and scientific publication activities that can be distributed since the first semester of 30 credits supported by lectures several 12 credits, so the proportion of the doctoral program study load is 42-56 credits, including:

a. Lectures: 12 credits

b. Dissertation Proposal: 3 Credits

c. Research and Dissertation Writing: 28 credits

d. Seminar: 2 credits

(3) A dissertation is the estuary or an integral part of doctoral research activities and a series of accompanying scientific publications, from the beginning to the end of education in the Doctoral Study Program which is completed with a closed examination and an open promotion session at the end of the last semester of doctoral education.

(4) The Dissertation Supervisor consists of Supervisor I as promoter and Supervisor II and Supervisor III as co-promoter with requirements that refer to the provisions of national higher education standards and regulations, namely:

A. The requirements for Advisor I are permanent lecturers with doctoral education with the academic position of Professor (GB) in the field of expertise that is linear with the Study Program.

B. Supervisor II and Supervisor III must have a doctoral education with the academic position of Lector with a linear field of expertise or support the dissertation topic.

C. One of the Advisors II or Advisor III can come from practice or industry with doctoral education and a minimum of 5 years of work experience or 5 years after taking doctoral education in a field that is in accordance with the dissertation topic and approved by the study program.

(5) During the Doctoral Program study period, the stages of the Dissertation research are tried six times, namely:

a. Research Proposal Draft Session;

b. Research Proposal Session;

c. Research Progress Report Session I;

d. Research Progress Report Session II (Pre-Closed);

e. Closed Session;

f. Open Promotion Session.

The Dissertation Research Proposal draft must be included in a colloquium in the field of science organized by an organizing university.

(7) Examinations for the Dissertation research sessions in Paragraph (5) are carried out by:

a. The supervisors as referred to in Paragraph (4);

b. Two examiners from the field of science who have conformity with the topic of the Dissertation, consisting of a lecturer with the academic position of Professor and a lecturer with a minimum qualification of Doctorate with a minimum academic position of Head Lecturer.

(8) Tests at the Closed Session and Open Promotion Session are carried out by the supervisors and examiners as referred to in Paragraph (7) plus:

a. a professor from another field of science;

b. and an examiner from an external university with a Doctoral qualification who works as a practitioner in the relevant field of the dissertation.

(9) The provisions for the implementation of the Dissertation trial as referred to in Paragraph (5) are regulated separately in the trial rules and the Doctoral Program curriculum.

## CHAPTER IV LEARNING EVALUATION SYSTEM

### Section 20

### Regular Exams, Exams Requirements, Follow-Up Exams and Special Exams

(1) Evaluation of the learning of academic activities of lectures is carried out in the form of an exam.

(2) Regular examinations are held on a scheduled basis, consisting of the Mid-Semester Examination which is held in the middle of the semester, and the Final Semester Examination at the end of the semester.

(3) Students are required to take part in academic activities with a minimum attendance of 75% to be able to take the Final Semester Examination.

(4) Students must take the exam according to the schedule and room set for each course, as stated on the Exam Card.

(5) At each examination, students are required to bring a valid Student Identity Card and an Exam Card which is also used for recording exam participation.

(6) Supplementary Examination may be given to students who are unable to take the Mid-Semester Examination and/or Final Semester Examination for the following reasons:

a. Ill with a hospitalization certificate;

b. Assigned Tasks by the university or state;

c. Unable to participate in the *UTS* (mid-exam) or *UAS* (final-exam) exam for reasons that are acceptable to the University (accident, confirmed by a certificate from the competent authority);

d. Unable to take the exam with the permission of the university.

(7) The *UTS* Supplementary Exam is carried out on a scheduled basis after the *UTS* ends.

(8) The *UAS* Supplementary Examination is carried out on a scheduled basis 3 (three) days before the deadline for uploading the Final Score List (*DNA*).

(9) The requirements and implementation of the Special Examination are regulated as follows:

a. Special Examination is a study evaluation for a particular subject which carried out outside the regular study evaluation at the decision of the Dean of the Faculty by considering the recommendation of the Academic Session based on the request from the student due to certain conditions submitted through the Lecturer Guardian.

b. Through the Special Examination, the value of a student's course can be changed according to the results of the special exam and must take the relevant course.

c. Special Examinations can be given to students at most one course per level from courses that did not pass in the previous semester and are taken again in the current semester, and cannot be cumulative at a certain level.

d. The maximum score for the Special Examination is C for Diploma Three (D3), Diploma-4 (D4), and Bachelor (S1). However, for the Masters' program, the maximum score for the Special Examination is B.

e. The deadline for collecting special exam scores is before the registration period for the next semester.

(10) In carrying out the exam, students are required to obey all exam rules in accordance with the nature of the exam, must uphold academic honesty, and are strictly prohibited from committing any form of academic cheating.

(11) Any violation of the exam rules or academic cheating can cause students to be subject to academic sanctions and sanctions for termination of study in accordance with the provisions of the applicable rules at the university.

(12) The procedure for the technical implementation of the exam is regulated in a separate provision.

## Section 21

### Quiz, Assessment, Learning Outcome Assessment and Homework

(1) Quiz or small test or pop test is an evaluation of student learning for subchapters, chapters, modules or part of the scope of lectures carried out in class in class schedule or response with or without prior notice.

(2) Assessment is an evaluation of student learning for a sub-chapter, chapter, module, or part of the scope of lectures carried out in the classroom or laboratory.

(3) Learning Outcome Assessment is an evaluation of the learning outcomes of study programs achieved by students whose evaluation results will be used to improve the learning process in such a way that the learning outcomes of the study program can be achieved.

(4) Homework (PR) is a task given to students, both physically and mentally individually or in groups, to be completed outside the classroom and outside class schedule that can be presented in class on the response schedule or the class schedule to get appreciation, assessment, discussion, and feedback, namely in the form of solving problems, understanding readings/textbooks, compiling papers, creating small projects, practicing certain skills, or other tasks.

(5) The results of quizzes, assessments, and homework are notified to students and evaluated by lecturers as feedback for students and lecturers during lectures, so that improvement efforts can be made learning and is expected to prevent the failure of the courses concerned at the end of the semester

(6) The results of student homework, as well as quiz discussions and assessment documentation by lecturers, are uploaded to the university's website or blog by adhering to the rules of scientific writing and academic ethics.

## Section 22

### Learning Assessment Standards and Course Grade Index Values

(1) Each academic activity is followed by an evaluation activity that serves to measure the achievement of learning outcomes at the end of the semester.

(2) Learning assessment standards are minimal criteria for systematic activities carried out to determine qualifications for planning and implementation, controlling the learning process, and learning outcomes after students undergo the learning process.

(3) Learning assessment serves to:

a. motivates the students in learning;

b. determines the level of success of students in meeting learning outcomes in each subject/course block;

c. determines the level of success of students in meeting the learning outcomes of the study program (Learning Outcome Program) and mapping these achievements against the appropriate graduate profile recommendations;

d. improves the planning and implementation of the learning process.

(4) Scope of assessment is implemented on:

a. planning, implementation, and control of the learning process by lecturers; and

b. learning achievement of courses/course blocks by students.

c. learning outcomes of study programs achieved by students;

d. the success of the study program management unit in carrying out the learning process to produce predetermined learning outcomes, is carried out through the Internal Quality Assurance System and External Quality Assurance System.

(5) The targets for assessing student learning outcomes include:

a. The targets for assessing the learning achievement of students participating in courses in class/laboratory/workshop/studio/field activities, include:

i. mastery of knowledge, skills, and behavior;

ii. student participation/performance;

iii. the work in the form of writings/reports/artworks/designs.

b. Targets for assessing student learning outcomes in coursework assignments:

i. mastery and utilization of knowledge, skills, and behavior in the execution of tasks;

ii. depth of content, use of language, and structure of report writing;

iii. the result of work in the form of written work/copyright/artwork/design; and

iv. student participation/performance.

c. The targets for assessing student learning outcomes in the preparation of final projects, final assignments, theses, theses, and dissertations include:

i. mastery of knowledge, attitudes, and skills as well as their use in the preparation of final assignments, theses, theses, and dissertations;

ii. depth of content, use of language and structure for writing books/final project reports, final assignments, theses, theses, and dissertations;

iii. research methods/compilation/creation/design of works/projects;

iv. creativity and presentation of written works/copyrighted works/artworks/designs;

v. scientific truth and originality;

vi. student participation/performance;

vii. application of applicable academic norms; and

viii. the ability to defend theses, theses, and dissertations.

(6) Evaluation of learning outcomes is carried out by assessing the Subject Score (NSM) based on the weighted summation of several components of learning evaluation scores, which consist of mid-semester exam scores, end semester exams, assignments, quizzes, and or assessments. Assessment of the learning achievement of the study program can be included in the elements of all valuable components. The provisions regarding the value and weighting components are regulated as follows:

a. The value and weighting components for each type of learning activity are determined by the course teaching team based on the curriculum design, according to the level, type of education program, and learning outcomes of the study program.

b. The value components and weighting for each type of learning activity used to determine the Course Score (*NSM*) are notified to students at the beginning of the lecture.

(7) The value of the Course Score (NSM) is converted into the value of the Course Value index (NMK) which is expressed in quality letters and quality scores for calculating the Grade Point Average (IP) using one of three methods, namely:

a. Criteria Reference Assessment (PAK), which is the interpretation of the assessment score by comparing the learning outcomes of the subject with the criteria set based on the achievement of the learning outcomes of the course.

b. Normal Reference Assessment (PAN), which is the interpretation of assessment scores by comparing student scores with groups of course participants, so that the scores obtained by students indicate their position in the group.

c. Normal and Criteria Combined Reference Assessment.

(8) To get the Course Value (NMK) from the Course Score (NSM) the conversion reference can be used as follows:

a. for the use of Criteria Reference Assessment (PAK):

| Course Score Value (*NSM)* | Course Value (*NMK*) |
|---|---|
| 80 < *NSM* | A |

| | |
|---|---|
| 70 < *NSM* ≤ 80 | AB |
| 65 < *NSM* ≤ 70 | B |
| 60 < *NSM* ≤ 65 | BC |
| 50 < *NSM* ≤ 60 | C |
| 40 < *NSM* ≤ 50 | D |
| . *NSM* ≤ 40 | E |

b. for use of Normal Reference Assessment (*PAN*):

| Course Score Value (*NSM)* | Course Value (*NMK)* |
|---|---|
| m + 1,2ᵯ < *NSM* | A |
| m + 0,6ᵯ < *NSM* ≤ m + 1,2ᵯ | AB |
| m < *NSM* ≤ m + 0,6ᵯ | B |
| m – 0,6ᵯ < *NSM* ≤ m . | BC |
| m – 1,2ᵯ < *NSM* ≤ m – 0,6ᵯ | C |

| | |
|---|---|
| 40 < *NSM* ≤ m – 0,6ᵯ | D |
| . *NSM* ≤ 40 E | E |
| m = mean grades of class students with NSM 40 | |
| ᵯ = standard deviation of class values with NSM 40 | |

(9) The value of the Subject Value Index (NMK) in letter grades as Paragraph (8) represents The value of the Quality Score (NAM) and the interpretation of the learning achievement category that will be used for the calculation of the Achievement Index (IP) as follows:

| Course Score Value (*NSM)* | Course Value (*NMK)* | Category |
|---|---|---|
| A | 4 | Excellent |
| AB | 3,5 | Very Good |
| B | 3 | Good |
| BC | 2,5 | Fair |
| C | 2 | Satisfactory |
| D | 1 | Passing |
| E | 0 | Poor |

(10) Assessment of study program learning outcomes (Program Learning Outcomes) which are included in the value component elements can be used to evaluate each student's study program learning achievement.

(11) The criteria for passing the study program learning achievement indicator is if the student achieves a study program learning achievement indicator value of more than 50.

(12) The lowest letter grade for the criteria for passing courses at the undergraduate study program level for Level I, II, and III courses is D, except for Level IV courses and for character and national development courses (Religion, Pancasila, Citizenship, and Indonesian) the lowest letter value is C.

(13) The lowest letter grade for the criteria for passing courses at the master's and diploma/vocational study program levels is C and for the doctoral study, the program level is B.

(14) The lowest letter grade or graduation in a course is a requirement that must be met for evaluation of study graduation, evaluation of graduation level, and for taking other courses in the semester or next level which are declared to have pre-requisites of the course.

(15) If a student repeats a course, then the value that applies to that course is the value of the course from the last take.

(16) Taking courses at one level can be repeated for the purpose of improving grades as long as the student has not passed that level.

### Section 23
### Achievement Index and Semester Study Load Quota

The success of student learning is measured based on the Achievement Index or *IP* (GPA), namely:
(1) The measure of learning success in one semester is measured by the Semester Achievement Index (IPS), namely the IP calculated from all courses in a semester.

(2) The measure of learning success in one semester is measured by the Level Achievement Index (IPT), namely the IP which is calculated from all courses at a level/stage.

(3) The measure of overall learning success is measured by the Grade Point Average (GPA), which is the IP calculated from all courses that have been taken using the last grade if a course has been repeated.

(4) New students of undergraduate and diploma programs in Semester I are required to take the entire credit package/load of courses programmed in Semester I.

(5) Undergraduate and diploma students in Semester I take the study load according to the Semester I curriculum package, and in the following semester can take a maximum study load quota based on the IPS (Semester Achievement Index) one semester earlier, with the following conditions:

| IPS | Maximum Credit Hours |
|---|---|
| IPS ≤ 3,00 | 20 Credit Hours |
| IPS > 3,00 | 24 Credit Hours |

(7) Master program students in the semester I take the study load according to the Semester I curriculum package, and in the upcoming semester can take a maximum study load quota based on the IPS (Semester Achievement Index) one semester earlier, namely:

| IPS | Maximum Credit Hours |
|---|---|
| IPS ≤ 3,50 | 15 Credit Hours |
| IPS > 3,50 | 18 Credit Hours |

(8)     Taking each course must pay attention to the prerequisite courses, with the value of the prerequisite courses must meet the passing criteria as referred to in Section 22 Paragraph (10) and (11).

(9)     Taking credits for practical work/internships carried out during the holidays for undergraduate and diploma program students is an exception (exception) for not being included in the provisions of the maximum SKS load quota for registration in Paragraph (6), as stated in Section 11.

## Section 24
### Evaluation of the Diploma-3 Program Study Period

(1)  The maximum study period for diploma-3 is 8 (eight) semesters.

(2)  Evaluation of the study period of diploma-3 students is carried out at the end of every even semester in the form of level evaluation.

(3)  Diploma-3 program consists of 3 levels, namely level-1, level-2 and level-3, each of which must be completed in a maximum of 4 (four) semesters with a total of all levels must be completed in a maximum of 8 (eight) semester, according to the rules of Section 7 Paragraph (3)

(4)  Diploma-3 level-1 students are allowed to continue their studies if at the end of the fourth semester they have passed all level-1 courses with a level-1 GPA of at least 2.00.

(5)  Level-2 diploma-3 students are allowed to continue their studies if not more than 4 (four) semesters since they are declared to have passed level-1 successfully pass all level-2 courses with an IPT for level-2 of at least 2.00.

(6)  Diploma-3 students who do not meet the provisions of Paragraphs (1) to (4) of this section are not allowed to continue their studies (drop out of study).

(7)  Students whose study period has ended may apply for an extension of the study period for a maximum of 2 (two) semesters through a feasibility evaluation mechanism for each semester through an academic session.

## Section 25 Study Period Evaluation for Bachelor and Diploma Program

(1) The maximum study period of diploma-4 is 12 (twelve) semesters, according to the Section 7 Subsection (3).
(2) The study period evaluation of bachelors and diploma-4 program is carried out in every final of the even semester in the form of level evaluation.
(3) Bachelors and diploma-4 program are consists of 4 levels, level 1, level 2, level 3, and level 4. Each level has to be finished in a maximum of 4 (four) semesters, with the total of every level should be finished in the maximum time of 12 (twelve) semesters according to the terms in Section 7 Subsection (2) and Subsection (3).
(4) Level 1 students of bachelor and diploma-4 are allowed to continue their study if they pass all the level 1 courses with the level 1 GPA of at least 2.00 at the end of the IV semester.
(5) Level 2 students of bachelor and diploma-4 are allowed to continue their study if they do not exceed 4 (four) semesters after being declared passed the level 1 and passed all the level 2 courses with the GPA for level 2 of at least 2.00.
(6) Level 3 students of bachelor and diploma-4 are allowed to continue their study if they do not exceed 4 (four) semesters after being declared passed the level 2 and passed all the level 3 courses with the GPA for level 3 of at least 2.00.
(7) Students of bachelor and diploma-4 program who do not fulfill the requirement in Subsection (1) until Subsection (5) of this Section are not allowed to continue their study (study break).
(8) When their study period is over, students can propose the extension of study period to a maximum of 2 (two) semesters through the fairness evaluation mechanism for every semester through the academic trials.

## Section 26 Study Period Evaluation for Master Program

(1) The maximum study period for master program is 6 (six) semesters, according to the Section 7 Subsection (2).
(2) The study period evaluation for master program students is carried out at every end of the semester.
(3) The master students are allowed to continue their study if:
   a. Successfully passing all the semester I course with a minimum GPA of 3.00 at a maximum time at the end of semester III;
   b. Successfully passing all the semester I and II courses with a minimum GPA of 3.00 at a maximum time at the end of semester IV;
   c. Successfully passing all the courses in I, II, and III semester with a minimum GPA of 3.00 at a maximum time at the end of semester V.
(4) Students with Semester Performance Index less than 3.00 at every end of the semester changed their status into trial students for two semesters according to Section 52 and will be changed their status as ordinary students if they can fulfill the Subsection (3) above.
(5) Trial students are allowed to continue their study if they can finish all the courses until the III semester with the Grade-Point Average of at least 3.00.
(6) The study period of master program students who do not fulfill the requirements in Subsection (1) until (4) of this section will be followed up with the academic trial mechanism in the faculty.
(7) When their study period is over, students can propose the extension of study period to a maximum of 2 (two) semesters through the fairness evaluation mechanism for every semester through the academic trials.

## Section 27 Study Period Evaluation for Doctoral Program

(1) The maximum study period for the doctoral program is 12 (twelve) semesters, according to Section 7 Subsection (2).
(2) The study period evaluation for the doctoral program is divided into four phases, the qualification phase, the proposal preparation phase, the research and publication phase, and the dissertation exam phase.
(3) The passing evaluation of the qualification phase is determined by the passed courses and passed qualification exam in the I semester.
(4) Doctoral program students should finish all the qualification phase courses with a minimum GPA of 3.00 and a minimum course score of B. Furthermore, they have to be passed the qualification exam in at least 2 (two) semesters since they start the doctoral program.
(5) Doctoral program students have finished their research proposal that has been declared as passed by the guide committee and examiner based on the appropriateness of methods and outcomes of the research that has been targeted for at least 4 (four) semesters since starting the doctoral program.
(6) The passing evaluation of the research phase is determined by the completeness and research performance according to the research proposal that has been approved. It is considered in Subsection (5) that stated according to the rating by from the guide team and examiner related to the scientific attitude and contribution also the fulfillment of the publication obligation in the national conference proceedings, accredited national journals, international conference proceedings, and indexed international journals.
(7) The passing evaluation of the dissertation exam phase is determined by the scoring from the guide team and the examiner in a closed trial and opened promotion trial.
(8) When their study period is over, students can propose the extension of study period to a maximum of 2 (two) semesters through the fairness evaluation mechanism for every semester through the academic trials.

## Section 28 Minimum Study Performance

(1) Students have to fulfill the minimum study performance to finish their study in the university before the maximum study period that is already determined.
(2) To finish the study load of 144 – 146 credits in diploma-4 and bachelor program, students are not allowed to exceed the maximum study period of 12 (twelve) semesters according to Section 7. The minimum study performance of the student is 15 (fifteen) course credits per semester or 30 (thirty) credits per year with the GPA ≥ 2.00.
(3) To finish the study load of 36 – 50 credits in the master program, students are not allowed to exceed the maximum study period of 6 (six) semesters according to Section 7. The maximum study performance of the master program student is passing 18 (eighteen) course credits per semester or 36 (thirty-six) credits per year with the GPA ≥ 3.00.
(4) To finish the study load of 42 – 56 credits in the doctoral program, students are not allowed to exceed the maximum study period of 12 (twelve) semesters according to Section 7. The maximum study performance of the doctoral program student is passing 9 (nine) course credits per semester or 18 (eighteen) credits per year, except the Dissertation course, with the GPA ≥ 3.00.
(5) Students who do not fulfill the minimum study performance will be stated as trial students according to the terms in Section 52 until they reach the minimum study program accumulatively or have been given the advice to resign.

## Section 29 Study Passing Evaluation/Judiciary

(1) The study passing indicator of students is based on the compatibility of the scoring result of the student study to the learning outcomes. It is carried out to fulfill the study program competence/program educational objectives that have been formulated in every study program and represented by the

Grade-Point Average (GPA) in the study period based on the applied terms. Besides, several terms are required as follow:

  a. have a foreign language proficiency certification;
  b. have finished the loan repayment and the obligation of library books donation;
  c. for other than vocational program added the obligation of research publication that has to be uploaded on e-Proceeding university;
  d. fulfill the minimum score of the Student Activities Transcript according to the applied term.

(2) Students of the diploma program are declared graduated if they have passed all of the courses including the Final Project, have the GPA ≥ 2.00, and fulfilled the minimum score of foreign language proficiency.

(3) Students of the bachelor program are declared graduated if they have passed all of the courses including the Final Assignment, have the GPA ≥ 2.00, and fulfilled the minimum score of foreign language proficiency and research publication requirement.

(4) Students of the master program are declared graduated if they have passed all of the courses including the Thesis, have the GPA ≥ 3.00, and fulfilled the minimum score of foreign language proficiency and research publication requirement.

(5) Students of the doctoral program are declared graduated if they have passed all of the courses including the Dissertation, fulfilled the minimum score of foreign language proficiency and research publication requirement, have a good research performance and scientific paper, also have a good scientific attitude and contribution based on the scoring in the promotion trial.

(6) Students of the diploma and bachelor program are obligated to have Student Activities Transcript (TAK) not less than the minimum requirement in the Student Rules that apply in the university as a requirement to attend graduation.

(7) The graduation of the diploma, the bachelor, the master, and the doctoral program students is determined through the Rectorate Decree based on the recommendation of judiciary graduation trial in the Faculty Academic Trial.

(8) Except the transfer program student or the transfer student from other universities, also students with serious health problems, students of the diploma and the bachelor program are obligated to have and show the New Student Orientation (OMB) certificate as a requirement to attend the graduation.

## Section 30 The Graduation Predicate

(1) The graduate of the university will be given the graduation predicates which are With Compliments (Excellent/*Cumlaude*), Very Satisfying (Very Good), and Satisfying (Good).

(2) The graduation predicates will be given based on GPA and study period as follow:

  a. Diploma-3, Diploma-4, and Bachelor Program

| Graduation Predicates/Judiciary | GPA | Study Period |
|---|---|---|
| With Compliments (Excellent/*Cumlaude*) | 3.51 – 4.00 | Diploma-3 : 6 semester |
| | | Diploma-4 : 8 semester |
| | | Bachelor : ≤ 8 semester |
| Very Satisfying (Very Good) | 3.51 – 4.00 | Diploma-3 : > 6 semester |
| | | Diploma-4 : > 8 semester |
| | | Bachelor : > 8 semester |
| | 3.01 – 3.50 | --- |

| | | |
|---|---|---|
| Satisfying (Good) | | --- |

b. Master Program

| Graduation Predicates/Judiciary | GPA | Study Period |
|---|---|---|
| With Compliments (Excellent/*Cumlaude*) | 3.76 – 4.00 | ≤ 4 semester |
| Very Satisfying (Very Good) | 3.76 – 4.00 | > 4 semester |
| | 3.51 – 3.75 | --- |
| Satisfying (Good) | 3.00 – 3.50 | --- |

c. Doctoral Program
   The graduation predicates on the doctoral product will be given based on the research performance scoring and scientific paper publication, the scientific attitude and contribution of the graduation candidate, also GPA achievements and study period which recommended by the closed session in opened promotion trial.

| Graduation Predicates/Judiciary | GPA | Study Period |
|---|---|---|
| With Compliments (Excellent/*Cumlaude*) | 3.76 – 4.00 | ≤ 6 semester |
| Very Satisfying (Very Good) | 3.76 – 4.00 | > 6 semester |
| | 3.51 – 3.75 | --- |
| Satisfying (Good) | 3.00 – 3.50 | --- |

(3) Additional requirements for Excellent/*Cumlaude* predicate:
   a. Not exceeding the normal study period.
   b. Does not have negative academic or non-academic records and never has violation penalties in academic or non-academic from the disciplinary commission.
   c. For the bachelor and master program, graduates have successfully published their scientific papers to the reputable external scientific publication media that minimally proved by the acceptance letter in judiciary academic trial. Specifically for the bachelor program, if the acceptance letter is not available, it can be replaced by the statement letter from the guide lecturer as regulated in Section 36.
   d. The bachelor/vocational/art/design program can attach their top 3 achievements or recognition of masterpiece at the national/international level that still have a relation with the studied scientific field. It is proved by the documentation and certificates in judiciary academic trials.
   e. The bachelor/vocational/art/design program is required to create a work or product that is approved by the relevant reputable industry or institution. The vocational program that carried out the Work Industries can be supported by the recognition letter of work implementation with extraordinary achievements from the industry. They also can attach the acceptance letter as an employee, which

is rated and approved by the judiciary academic graduation trial in the faculty vocational organizer with the recommendation from the Academic Adviser.

    f. The doctoral program graduates are required to publish their scientific papers in the indexed international journal which is minimally proved by the acceptance letter in the opened promotion trials.

    g. Fulfill the requirement of foreign language proficiency as regulated in Section 37.

    h. Requirements in point c and d can be substituted by the championship achievements in national or international competitions that carried the university's name.

(4) The graduates that fulfill the GPA requirement to get Excellent/*Cumlaude* graduation predicates in Subsection (2) above, but cannot fulfill the additional requirements in Subsection (3) of this section, then the given graduation predicates will be Very Satisfying (Very Good).

(5) The graduation of the diploma-3, diploma-4, and bachelor program which achieved by Grade-Point Average of $2.00 \leq GPA \leq 2.75$ in the study period that does not exceed the maximum term is graduation without predicate..

## Section 31 Study Progress Report

(1) According to the Section 1 Subsection (42), the Study Progress Report is published by the University in the printed or online form to be delivered to all of the students and their parents in every semester.

(2) The access towards the online Study Progress Report can be done by the academic information system application, which is equipped with various information that gives us an image about the educational progress of the student. It includes the student attendance, the student activities transcript (TAK), and many more. It is also equipped with interactive communication media which connect us with the academic adviser, educational, faculty, and university programs, or in the form of a questionnaire. Moreover, it provides the facility for sending critics and suggestions, changing the data address, contact number, and others.

(3) The academic adviser gives the record of the study evaluation result in a semester and gives a suggestion also motivation in taking the study plan in the next semesters. The suggestion will be delivered through the academic information system application.

(4) The legitimation of the Study Progress Report is digitally signed by the Head of the Study Program.

(5) The online Study Progress Report is accessed by the student along with their parents through the academic information system application of the university with a different account and will be each delivered to the student and parents.

(6) Students with the study achievement per semester under the minimum standard will be given a Warning Letter by the Academic Administration unit of the university based on the reported data from the study program at least one month after the final day of uploading Final Score Lists (DNA).

(7) The uploading of the online Study Progress Report is carried out by the academic administration unit of the university at least one month after the deadline of uploading Final Score Lists (DNA), with parents and students account delivered through the SMS gateway at the beginning of the study.

## Section 32 the Termination of the Study and Resignation

(1) To all the students that study-terminated is not given their study history information and courses list that has been taken while studying in the university.

(2) To all the students that declared or considered resign are allowed to be given their study history information, courses score lists that have been taken while studying in the university, and the mutation letter after completing all of the payment obligations.

(3) Students are considered study-terminated as a consequence in receiving penalties of academic or non-academic violation based on the Rectorate Decree that determined the recommendation of the Disciplinary Commission.
(4) Students are requested or considered to resign if:
   a. Could not fulfill the graduation requirements and the maximum study period in every level evaluation or overall study evaluation according to the Section 28.
   b. Do not re-register for two semesters in a row and do not proposing the request to re-register until the time limit of Changes of Study Plan (PRS) in the next semester according to the Section 51.
   c. Could not fulfill the requirements in the decided time after receiving the status as a trial student according to the section 52.
(5) The master students that resign not caused by the academic performance can re-register with full payment and get a new student ID number (NIM) in a maximum time of 1 (one) year since the resignation. Courses that approve in 30-40% of the total passed courses except for the research method, proposal seminar, and thesis course.

## Section 33 the Determination of Study Graduation and Graduation Level

(1) According to the requirements, academic applied regulations, university rules, and the applied regulations in the Unitary State of the Republic of Indonesia, the determination of study graduation of a student from a study program is recommended by the Faculty Academic Trials/Educational Program and determined by the Rectorate Decree as the basis of Certificate and Transcript publication.
(2) To set students' study plan and study program maintenance purposes, the university also apply per level graduation which is study phases (milestone) to encourage the graduation priority in every academic year according to the study program curriculum structure in stages.
(3) The graduation level as stated in Subsection (2) is recommended by the Faculty Academic Trials/Basic Educational Program and General, and then reported to the university through the Vice Rector I in Academic Field physically and online through the academic information system application to be determined.
(4) The graduation level as stated in Subsection (2) can be used as the requirement to certain academic activities that encourage the regularity of students' study plan and study program maintenance.

## Section 34 the Certificate of Graduation and the Academic Transcript

(1) The certificate and the Academic Transcript are documents that clarify the graduation and the completion of all study obligations of an educational graduate. It is signed by the Dean and the Rector which printed on a secured paper and contains various information of the graduate, the study program, and the University. It is written in Indonesian and English with the format and layout in accordance with the Nation regulations.
(2) The format, layout, and the specimen explanation of the certificate and the university Academic Transcript is regulated in the Rectorate Decree according to the applied regulation.

## Section 35 Courses Score Lists and Graduation Letter

(1) The courses score lists can be published by the University by loading the scores of the passed courses according to the applied regulation in each study program. It is based on the concerned student request which is addressed for certain purposes, including for credit transfer purposes for students who move to other universities, scholarship application to certain institutions, etc.
(2) The graduation letter as graduation evidence can temporarily be published by the Faculty based on the concerned student, which is addressed for certain purposes, including for applying job before the publication of the certificate, which is validated by the Faculty Dean and the Rector of the University.

**Section 36 the Obligation of Final Work Publication for Graduation Requirement**

(1)  The general requirements of work and scientific publication for Graduation are as follow:
  a.  The scientific paper that is published to fulfill the university graduation requirement is a written and published report which elaborates the result of research, study, or artwork and design that has been done in the final phase of the study in the educational academic program. It is done by fulfilling the scientific conventions and ethics and publication ethics which are strengthened and obeyed by the society of science.
  b.  The scientific papers are consists of: (i) *Skripsi*, thesis, and dissertation or (ii) creation of works.
  c.  *Skripsi*, thesis, and dissertation are students' final works in a scientific and research result form which is construct based on the scientific principles under the guidance of the academic adviser.
  d.  The creation of works is an idea and concept realization based on theories that have been received by the student while doing their study. The creation of works can also be called the final work.
  e.  Article of scientific publication is an article that is sourced from the *Skripsi*, thesis, and dissertation or the creation of final work. It is published in the national scientific journal with ISSN, international proceeding seminar, accredited national journal, and international journal.
  f.  The scientific work or final work is an assignment for final-year students who already finished the numbers of Credit Hours (SKS) with the minimum score according to the applied regulation, which is determined by the study program.
(2)  The scientific work publication is addressed for:
  a.  Build positive cultures in the university environment, which are:
    i.   Literacy culture; grows the interest of reading for students and lecturers,
    ii.  Writing culture; Motivates the student and lecturer writing interest,
    iii. Honest culture, build an honest culture which is anti-plagiarism,
    iv.  Sharing culture; getting used to publish the scientific work,
    v.   Appreciate others culture; appreciating others work and
    vi.  Analytical culture; grows the analytical ability
  b.  Accommodate the research results or the scientific concept in particular disciplines.
(3)  General criteria:
  a.  Fulfill the scientific principles, containing the background, the formulation, the solution of the problem, supporting theories, conclusion, and recommendation;
  b.  The substance of the problem must be relevant to the related study program.
(4)  Special criteria:
  a.  The final work publication of S1 program in the university environment;
    i.   The publication through e-journal that already has ISSN,
    ii.  The published final work has been reviewed in the internal study program either by the guide lecturer or the examiner also the reviewers of the university e-journal, which are appointed by the Rector.
    iii. The final work that do not fulfill the criteria, will published its abstract only.
  b.  The final work publication of S2 program in the university environment;
    i.   The publication through the accredited journal or indexed international seminar,
    ii.  The published final work has been internally reviewed by the guide lecturer or the examiner.
  c.  The final work publication of S3 program in the university environment;
    i.   The publication through indexed international journal,
    ii.  The published final work has been internally reviewed by the Co-promoters, Promoters, Reviewers, and Expert Opponents.
(5)  The Mechanism of Scientific Publication Obligation:
  a.  The Mechanism of Scientific Publication Obligation for S1 program includes:

i. Final assignment draft/*skripsi* and the scientific publication article draft that has been checked and approved by the Guide lecturer are handed out to the program secretariat.

ii. The guide lecturer and the examiner are obligated to analyze the final assignment draft/*skripsi* and the scientific publication article draft, and deliver the written revision results to the students in the final assignment/*skripsi* examination.

iii. Students accommodate the instruction from the guide lecturer or examiner either in the final assignment draft/*skripsi* or the scientific publication article. The revision result needs to be validated by the examiner and the guide lecturer through the revision form.

iv. Students upload the scientific publication article and free plagiarism evidence to the e-proceeding of the university.

v. The guide lecturer give an approval to the final assignment/*skripsi* and the publication article which is uploaded by the students as explained in number iv.

vi. The scientific publication article that does not fulfill the criteria will be published its abstract only.

vii. The university e-Proceeding editorial team distributes the scientific publication article to the e-Journal Reviewer, which is appointed based on the Rectorate Decree Letter.

viii. The scientific publication article that has been reviewed and revised as explained in point vii can be uploaded in the university e-Proceeding that already has ISSN.

ix. To the Graduates "with compliments" (cumlaude) predicate:
   - The submission of written prove of the scientific publication article acceptance letter is a requirement to propose the judiciary trials of graduation. The acceptance letter is from the external university scientific publication administrator.
   - If the acceptance letter is not available yet, the students must have the statement letter from the guide lecturer in judiciary trials of graduation that guarantee the students' artwork will be published.

b. The Mechanism of Scientific Publication Obligation for S2 program includes:

i. Thesis draft and scientific article publication draft that has been checked and approved by the guide lecturer are handed out to the program secretariat.

ii. The guide lecturer and the examiner are obligated to analyze the thesis draft or final work and the scientific publication article draft, and deliver the written revision results to the students in the thesis or final assignment examination.

iii. Students accommodate the instruction from the guide lecturer or examiner either in the thesis draft or the scientific publication article. The revision result needs to be validated by the examiner and the guide lecturer through the revision form.

iv. Students are obligated to attach their scientific publication article as explained in point iii to the accredited national scientific journal or international seminar.

v. The submission of written prove of the scientific publication article acceptance letter is a requirement to propose the judiciary trials of graduation. The acceptance letter is from the accredited national journal administrator or the international seminar committee.

vi. The submission of written prove in a form of cover copy and accredited national journal's table of contents or indexed international seminar certificate is a requirement to take the certificate of graduation. In a state of publication with no available prove, students must have the statement letter from the guide lecturer in judiciary trials of graduation that guarantee the students' artwork will be published.

c. The Mechanism of Scientific Publication Obligation for S3 program includes:

i. Dissertation draft or final work and scientific article publication draft that has been checked and approved by the Co-Promoters and Promoters are handed out to the study program secretariat.

ii. Co-promoters, Promoters, Reviewers, and Expert Opponents are obligated to analyze the dissertation draft or final work and the scientific publication article draft, and deliver the written revision results to the students in the thesis or final assignment examination.

iii. Students accommodate the instruction from the guide lecturer or examiner either in the dissertation draft or the scientific publication article. The revision result is validated by the Reviewers, Opponents, Promoters, and Co-Promoters Expert through the revision form.

iv. Students are obligated to attach their scientific publication article as explained in point iii to the indexed international scientific journal.

v. The submission of written prove of the scientific publication article acceptance letter is a requirement to register the closed trials. The acceptance letter is from indexed international journal administrator.

vi. The submission of printed prove of publishing the scientific publication article in indexed international journal is a requirement to take the certificate of graduation.

(6) The final work of vocational study program students is obligated to publish in a form of final work publication or in a form of poster or product catalogue of the final work.

### Section 37 the Obligation in Passing the Foreign Language Proficiency Exam as a Graduation Requirement

(1) The obligation in passing the foreign language proficiency as a graduation requirement is a minimum required score of English language proficiency that must be fulfilled by:
   a. Students of diploma and bachelor program in every level trials and in carry out the registration of Final Assignment/Final Project Trials (TA/PA)
   b. Students of master and doctoral program when register their Thesis/Dissertation.

(2) The minimum required score of English language proficiency in every study program is stated in Section 29 about the study passing evaluation as follow:

| No | Study Program Level | TOEFL ITP/EPrT minimum score | | | |
|---|---|---|---|---|---|
| | | Level I | Level II | Level III | Registered the TA/PA/Thesis/Dissertation Trials |
| 1 | Associate (D3) | 370 | 410 | - | 450 |
| 2 | Bachelor of Applied Science (D4) | 370 | 400 | 427 | 450 |
| 3 | Bachelor (S1) | 370 | 400 | 427 | 450 |
| 4 | Master (S2) | - | - | - | 477 |
| 5 | Doctor (S3) | - | - | - | 500 |

(3) The requirements fulfillment of English language proficiency for Graduation as explained in Subsection (2) is shown by the official information about the English proficiency score of TOEFL or EPrT (English Proficiency Test) from the Language Center of the University.

(4) The EPrT description in Subsection (3) can be considered valid as a requirement to register the *Skripsi*/Final Project/Thesis/Dissertation trials if the score of EPrT is issued by the Language Center of the University.

(5) When register the TA/PA trials, students are obligated to have EPRT minimum score of 450. There is an exception from the Head of the Study program for students who already taken the ERPT test 3

(three) times and the score is still under 450. This exception is only given if the time interval of each test is at least 1 month.

(6) Students of diploma and bachelor program who got ERPT score under 450 will not be given the "cumlaude" graduation predicate.

(7) The requirement of English proficiency can be replaced with other foreign languages proficiency from the international certificated language institution and the equal score with the minimum requirement in Subsection (1). It is also needs to be recognized by the University's Language Center.

## Section 38 Academic Titles of Telkom University Graduates

(1) The academic titles of the study program graduates that has been held in the university follows the regulations about Science and Technology Community and University Graduates' Title that has been fixed by the Government include:

| No. | Study Program | Level | Academic Title |
|---|---|---|---|
| 1 | Electrical Engineering | S-2 | Master of Engineering (M.T.) |
| 2 | Informatics | S-2 | Master of Computer Science (M. Kom.) |
| 3 | Management | S-2 | Master of Management (M.M.) |
| 4 | Industrial Engineering | S-2 | Master of Engineering (M.T.) |
| 5 | Telecommunications Engineering | S-1 | Bachelor of Engineering (S.T.) |
| 6 | Electrical Engineering | S-1 | Bachelor of Engineering (S.T.) |
| 7 | Computer Engineering | S-1 | Bachelor of Engineering (S.T.) |
| 8 | Physics Engineering | S-1 | Bachelor of Engineering (S.T.) |
| 9 | Industrial Engineering | S-1 | Bachelor of Engineering (S.T.) |
| 10 | Information System | S-1 | Bachelor of Computer Science (S. Kom.) |
| 11 | Informatics | S-1 | Bachelor of Computer Science (S. Kom.) |
| 12 | Software Engineering | S-1 | Bachelor of Computer Science (S. Kom.) |
| 13 | Information Technology | S-1 | Bachelor of Computer Science (S. Kom.) |
| 14 | Management | S-1 | Bachelor of Management (S.M.) |
| 15 | Accounting | S-1 | Bachelor of Accounting (S. Ak.) |
| 16 | Business Administration | S-1 | Bachelor of Business Administration (S.A.B.) |
| 17 | Communication Science | S-1 | Bachelor of Communication Science (S.I.Kom.) |
| 18 | Public Relations | S-1 | Bachelor of Communication Science (S.I.Kom.) |

| 19 | Interior Design | S-1 | Bachelor of Design (S.Ds.) |
|---|---|---|---|
| 20 | Visual-Communication Design | S-1 | Bachelor of Design (S.Ds.) |
| 21 | Product Design | S-1 | Bachelor of Design (S.Ds.) |
| 22 | Craft | S-1 | Bachelor of Art (S.Sn.) |
| 23 | Art | S-1 | Bachelor of Art (S.Sn.) |
| 24 | Multimedia Engineering Technology | D-4 | Bachelor of Applied Computer (S.Tr.Kom.) |
| 25 | Telecommunication Technology | D-3 | Engineering Intermediary (A.Md.T.) |
| 26 | Computer Technology | D-3 | Engineering Intermediary (A.Md.T.) |
| 27 | Software Application Engineering | D-3 | Computer Intermediary (A.Md.Kom.) |
| 28 | Information System | D-3 | Computer Intermediary (A.Md.Kom.) |
| 29 | Information System of Accounting | D-3 | Information System of Accounting Intermediary (A.Md.S.I.Ak.) |
| 30 | Marketing Management | D-3 | Management Intermediary (A.Md.M.) |
| 31 | Hospitality | D-3 | Tourism Intermediary (A.Md.Par.) |

(2) If there are changes to the national regulation or new study program, then the changes or the additional academic titles of the graduate will be fixed in a separate decree.

### Section 39 Academic Trials

(1) Academic Trials is a scheduled lecturer council meeting that held by the educational program administrator and attended by the head of the program, academic adviser, and all the lecturers. It discuss several agenda related to the evaluation and the study status of the student, including:
a. Recommendation of status determination and students judiciary study graduation
b. Recommendation of passing level/study phase determination
c. Recommendation of students who resigned per level
d. Recommendation of students who resigned because of the maximum study period
e. Recommendation towards the study period extension request
f. Recommendation of special examination
g. Recommendation of courses score changes
h. Recommendation of students acceptance who re-register after the resignation
i. Status report of the resigned student status or students who unregistered for 2 (two) semester in a row (considered resign)
j. The monitoring of numbers of graduate and active students per batch, drop out, and the resigned students.
k. The monitoring of number of students with problem and the solutions.
(2) The academic trials is held for at least in every two months which are February, April, June, August, October, and December.

(3) The academic trials for the study program students in the Faculty is led by the Dean or Vice Dean in Academic and Student Affairs. The data will be presented by the Head of the Study Program.

(4) The academic trials for level 1/TPB students in the Study Program and for long-distance educational program students in Long-Distance Learning Resource Unit (USBJJ) that is led by the Dean or Vice Dean in Academic and Student Affairs. The data will be presented by the Head of the PJJ Study Program.

(5) In the determined schedule, students are obligated to register themselves in academic trials through the Faculty/Program Administration with addressing the participation purposes as explained in Subsection (1) after approved by the Academic Adviser.

(6) The determination of academic trials result by the Head of the Academic Trials as explained in Subsection (4) and (5) is reported to the Vice Rector I in Academic field to be determined in the Rectorate Decree.

### Section 40 Graduation

(1) Graduation is an inauguration ceremony for the graduates of Associate, Bachelor, Master, and Doctor in a University Senate Open Session that attended by the Senate of the University, the Head of Program, the parents of the graduates, lecturers, student representatives, and University's invited guests.

(2) The Telkom University Graduation is held three times in every Academic Year as scheduled in the University's Academic Calendar. The Graduation I in November, Graduation II in March, and Graduation III in August.

(3) Every graduates has their right to follow the graduation after they registered for it and fulfill all of the regulated terms and conditions.

(4) The requirements that must be fulfilled for the graduation registration is as follow:
   a. Students have been declared to pass the studies through the Academic Graduation Session in the Faculty,
   b. Students have finished all of their education payment according to the Section 43 Subsection (2),
   c. Fill the final study questioner, pre-tracer survey, registration form and uploading photo through the graduation registration online app,
   d. Students handed in the printed graduation registration form in point c in order to get the graduation invitation and graduates collar of Telkom University,
   e. The graduation gown claimed as a rent from the University's Cooperative.

### CHAPTER 5 REGISTRATION REQUIREMENTS

### Section 41 The Registration Obligation and Students' Study Card (KSM)

(1) Students are obligated to register before starting a semester based on the University's schedule and registration for record themselves administratively as active students and to validate the student study plan in that semester.

(2) In order to register, students are obligated have finished their education payment. Then, they will get an approval for their study plan in a semester from the Academic Adviser. The study plan will be approve through the guardianship process.

(3) The registration process will be completed if the student has printed the Students' Study Card (KSM) as regulated in Section 1 Subsection (38).

(4) The downloading/printing of KSM can be done through online and scheduled, which delivered through the separate announcement.

(5) The negligence in downloading/printing the KSM can affect the student registration process and considered as UNFINISHED. As a result, the academic activity of the student will not be acknowledged

because the student name is not listed in the attendance list of a study, the attendance list of a practice, and the list of the exam participant.

(6) Students who fail to graduate the judiciary trial at the end of certain semester are obligated to register in the next semester. The registration is in maximum of 7 days after the Study Plan Changes (PRS) is finished and not penalized for the registration lateness.

(7) All of the student registration data in a semester will be reported to the Government through the reporting application in the Data Source of Higher Education (PDDikti), in minimum six weeks after the study begins. The data will be attached along with the score data of previous semester, the data of Study Plan Changes as regulated in Section 42, and the data of students who take the Academic Leave as regulated in Section 50.

### Section 42 Study Plan Changes

(1) The Study Plan Changes (PRS) as in Section 1 Subsection (39) is scheduled in one week on the second week of the study. Generally, the changes is only allowed to reduce the number of the taken subjects.

(2) The number of the taken subjects addition is only done as a reduce compensation for the subject class transfer if there is a scheduling clash, which cannot be avoid by the Study Program. Adding the number of courses must be approved through the Academic Adviser and the approval of the Head of the Study Program.

(3) The completing process of the Study Plan Changes (PRS) must be marked with the downloading/printing of Students' Study Card (KSM) as in Section 41 Subsection (3), (4), and (5). If the printing has not been done, then the last KSM applies.

(4) The end period of the Study Plan Changes (PRS) in early of a semester in the University's Academic Calendar is a cut-off period for closing the entire academic process on the previous semester, which in several implications as follow:

   a. If a student who has been stated graduated based the judicial academy graduation trial before the end of Study Plan Changes (PRS) period, then the student will be considered passing the study in the previous semester so that he/she is not obligated to register and pay the Education Costs in that semester.

   b. All of the subject scores (NMK) of the previous semester must have been uploaded to the academic system. Because the semester has been closed so that the entire academic data is in the final state and ready to be uploaded to the Data Source of Higher Education (PDDikti) as in Section 41 Subsection (7).

   c. All of the academic administration process for the new semester must have been done with the final status in the academic information system of the University which consists of: Education Costs payment and registration until the printing of Students' Study Card (KSM), the approval of academic leave proposal, the approval of the delayed/remission Education Costs, the approval of scholarship proposal, etc.

   d. The lateness of the academic administration processes in Subsection (4) point c that have not finished until the final week of the Study Plan Changes (PRS) will be considered the students as leaving the registration in the new semester as in Section 51.

### Section 43 Education Costs

(1) According to its payment period, the education costs in the university are consist of the Early Study Education Cost, Semester Education Cost in normal study period, and Semester Education Cost in beyond normal study period.

(2) Education Costs in the university are consist of several components:

   a. UP3 (Education Development Participation Fee) at the beginning of the study,

b. SDP2 (Education Development Contribution Fund) at the beginning of the study,

c. BPP (Tuition Fee) per semester.

d. Graduation Fee at the end of the study period.

(3) The Education Cost rate for every new student batch in each study programs is determined by the Telkom Education Foundation and openly announced to the citizen. The Tuition Fee that applies in each study program or the study program class for every year entering the study or every student batch is possibly different which determined by the separate regulation.

(4) The Tuition Fee (BPP) in Subsection (2) point c and Subsection (3) is fully applied for every education level in normal study period according to the Section 7 and if student needs the study completion with the extended period of 2 (two) semesters.

(5) If the student has not finished their study in the extended period of 2 (two) semesters after the normal study period as in Subsection (4), then the Tuition Fee (BPP) that applies in the next extended period until the final study period or graduation is as much as applicable for new students.

(6) Outside the cost terms in Subsection (2), students are free charge other education costs, except for special matters which regulated by the Rectorate Decree itself.

(7) The obligation fulfillment of Education Cost can be done by:

a. Payment at own expense.

b. The University internal scholarship and external scholarship from the University partners which determined by a Rectorate Decree.

c. Half postponement or the entire payment obligation of a limited time that has to be delivered from the proposal through the Vice Rector II before the payment period.

d. Partial relief or entire payment regulation based on the proposal and certain requirements, and determined by a Rectorate Decree.

(8) The repayment of the Tuition fee as regulated in Subsection (4) and (5) is meant to get an access key to the application system in taking subjects, guardianship and registration, which is for:

a. For students non-scholarship since the beginning of the study until graduate.

b. For students with scholarship from the selection phase as in Section 5 Subsection (5), with the varied obligation payments according to the Semester Achievement Index (IPS) on the previous semester.

c. For *Bidikmisi* students who finish their normal study period as in Section 4.

(9) In terms of unpublished determination of the Tuition Fee that can be relief and must have been paid as in Subsection (7) point b, for students with scholarship from the selection phase as in Section 5 Subsection (5) and *Bidikmisi* which has not passed the normal study period according to the Section 4 are allowed to access the registration app to the menu of taking the subjects, guardianship, until the printing of Students' Study Card (KSM).

(10) If in the determination in the Rectorate Decree there is a payment obligation of Tuition Fee for the students with scholarship in the normal study period as in Subsection (9), the related student will be given a repayment time in a minimum time before the Mid-Term Exam.

(11) The payment lateness of the Tuition Fee in Subsection (10) will limit the students' accessibility to get through the network and academic portal system

(12) If the student with scholarship and *Bidikmisi* has not finished their study until exceeding the normal study period as regulated in Section 4, then for the next study period will be applied the payment obligation of Tuition Fee as in normal terms in Subsection (5) of this section.

(13) The repayment for every kind of Educational Service and Fee are must be done through the bank service that has been appointed as the University's partner. By using the payment application, it will ease the student and parents in finishing their payment, and for the Universities in receiving the payment and giving payment confirmations to the student and parents so that can support the Registration process fluency and build a good university governance.

(14) The repayment for every kind of service and educational fee is prohibited to be done in the form of cash or transfer through bank account which does not belong to the University.

## Section 44 Guardianship

(1) Guardianship as explained in Section 1 Subsection (32) is a right to every student to get at least 3 (three) times face to face meeting in every semester.
(2) Guardianship can be done through personal consultation or jointly with other students by the guide of an Academic Adviser.
(3) Guardianship can be done by on-site in campus or online through the internet media using the guardianship application. It will need an adjustment of students' and Academic Advisers' schedule and condition.
(4) One of the obligated session in guardianship is the consultation process and Academic Adviser approval regarding to the study plan that will be going.
(5) The joint guardianship as in Subsection (32) or online guardianship as in Subsection (3) does not abandon the students' right to do guardianship in personal through face to face meeting with the Academic Adviser as in Subsection (2).

## Section 45 The Online Guardianship

(1) The process of the Academic Adviser's approval regarding students' study plan is a part of the administration process her-registration in every beginning of the semester that done by online.
(2) The online study plan approval can be start after students proposing their study plan by online.
(3) The online study plan approval does not abandon the students' right to consult through face to face meeting with the Academic Adviser.

## Section 46 Duties and Authorities of Academic Adviser

(1) The Academic Adviser is a permanent lecturer of the university that has been appointed based on the Rectorate Decree as the University representative to do an academic or non-academic guidance for students and connecting the communication between University/Faculty/Educational Program with students' parents.
(2) Duties and Authorities of Academic Advisers regarding the academic aspect of the student are as follow:
   a. Give a guidance and study plan approval for the students which refers to the applied academic regulation.
   b. Give an instruction to students in attending the curricular or extracurricular so that they can achieve the optimal study result.
   c. Keeping up to students' study growth/progress as a material to determine further treatment.
   d. Give an approval to the student in proposing the Academic Trial which determine the status or the graduation in their educational stage.
(3) Duties and authorities of Academic Adviser regarding the non-academic aspect of the student are as follow:
   a. Help students to find a way in solving their personal problem which is related to the study progress.
   b. Giving recommendations for certain terms related to the student's study smoothness.
   c. Giving motivations and learning encouragements to the student.

(4) For solving non-academic problems which is consider need a special treatment from a professional staff psychologist, then the Academic Adviser can deliver the reference to the student to get a counseling service.

## Section 47 The Determination of Students' Status

(1) The student's status is an administrative status of a student namely as an active student who is carrying out studies or is taking an academic leave.
(2) The status recording of active students and academic leave students is done at every beginning of the semester that will be reported to the Government through the Data Source of Higher Education (PDDikti) as in Section 41 Subsection (7). The changing status of the student outside the active period will not be reported in PDDikti.
(3) The trial student status is a status that has been given to the student for one or two semester period and get a special surveillance to his/her study achievements. The status is given because the student performed/experienced certain things in the previous semester with the trial term as regulated in Section 52.

## Section 48 Student Identity Card (KTM)

(1) Student Identity Card is given as an identity for someone who has the status of a student.
(2) Student Identity Card is officially published by the University at the beginning of the related student study period. The identity card is consisted of personal identity, study identity, and the University.
(3) In presenting the status as an active student, Student Identity Card has an intrinsic expiry date for every semester as in Section1 Subsection (37), which are:
   a.  The Odd Semester Academic Year (T)/(T+1)      : 01 September (T) until 31 January (T+1)
   b.  The Even Semester Academic Year (T)/(T+1)     : 01 February (T+1) until 31 August (T+1)
(4) Every Student Identity Card is valid since the beginning of the study period until the end of student's study in the university, either from graduation or quitting before graduate.
(5) Student Identity Card (KTM) can be cooperated (co-branding) with the partner company.
(6) In terms of Student Identity Card as a co-branding card with the partner company as in Subsection (5), the intrinsic validation of the card as a Student Identity Card is over when the student as a card holder is no longer a student. It will be applying as a service card of the partner company until the changes with a single function card.

## Section 49 Student Status Extension and Validity Period of Student Identity Card

(1) The active student status and the intrinsic semester validity period of Student Identity Card can be given an automatic extension by the University so that the student will still be recorded as a student from the previous semester and not recorded yet as a next semester student although the next semester calendar is already on progress.
(2) The automatic extension period for the active student status and the validity period of Student Identity Card that held by the student as in Subsection (1) can be given more that the regulation in Section 48 Subsection (3) in maximum until the last day in Study Plan Changes end period of the next semester.
(3) If before the end of the status extension period as in Subsection (2) a student gets a study graduation arrangement or study discontinuation from the Academic Trial so that he/she are not obligated to continue his/her study in the next semester, then the student is not obligated to register for the next semester and because of that the related student will be free charge of Tuition Fee.
(4) If until the end of the status extension period as in Subsection (2) a student does not/has not grant the graduation arrangement or study discontinuation from the Academic Trial, so that he/she has to continue his/her study in the next semester, then the student is obligated to do the next semester

registration and because of that he/she will obligated to pay the Tuition Fee that has to be finished before the end period of Study Plan Changes as in Subsection (2).

(5) The automatic extension for active student status and the validity period of Student Identity Card is also be given more than the regulated terms in Section 48 Subsection (3) namely for student who is carrying out the Practical Work in the transition period between two semesters, but the registration for the new semester has not yet been done.

(6) The automatic extension for active student status and the validity period of Student Identity Card for Practical Work and Internship students will be given until the right time for they were obligated to register for the new semester according to the requirements term and registration schedule that has been determined by the University.

## Section 50 Academic Leave

(1) Academic leave is a permission that has been given by the Rector for students to not attend the entire academic activities in 1 (one) semester.

(2) Academic leave does not result in an increase in the maximum study period limit.

(3) The requirements for student in proposing the Academic Leave are:
   a. Suffering from an illness that requires a long period of treatment, which can interfere with academic activities, and confirmed by a certificate from the appointed doctor.
   b. Experiencing family economic difficulties which is confirmed by a Letter of Statement which is written by Parents/Guardians/place of work, photocopy of Family Card, and *Pamongpraja* information from where the student is.

(4) Academic Leave is not allowed for students who have not completed their Level 1 study and have not passed the First Stage Joint (TPB)/Level 1. For Master Students can be proposing the leave after finished 1 (one) semester.

(5) The proposal of Academic Leave in a semester is carry out in a running semester. The Academic Leaving Proposal is addressed to the Rector u.p. Vice Rector I of Academic and have to be approved by the parents, Academic Adviser, Head of the Study Program, and Vice Dean I.

(6) In terms of Academic Leave proposal in a semester that has been proposed at a time that have not exceeding the term as in Subsection (5), if the proposal has been approved, then the approval towards the Academic Leaving proposal will be determined through the Decree of the Rector u.p. Vice Rector I of Academic.

(7) Students who are on academic leave are not subject to obligations payment of Education Organizing Fees for the semester concerned, but subject to the obligation to pay a Status Fee of 10% of the the implementation of education fee is in accordance with the provisions that apply to the student.

(8) If the students have finished the Academic Leave, then when they continue their studies in the next semester will be given the status as a trial student in accordance with the leaving time as regulated in Section 52.

(9) The opportunities and rights of academic leave for students will be automatically fall if the remaining study period after academic leave are not enough to finish the study load with the normal study load quota (not exceeding 20 Credit Hours) in every remaining semester based on the maximum study period regulation in Section 7 or Study Period per Level Evaluation in Section 24, 25, and 26.

(10) The calculation of academic leave rights for a student as in Subsection (9) will be a responsibility for the related student and also be the authority for the Academic Adviser and Head of the Study Program to determine before validated by the University.

(11) Academic Leave is limited in maximum of two semesters in study period and taken not in order without adding the study period.

## Section 51 Unregistered Students and Charged for Suspension Sanction

(1) Unregistered students (missing) are students who do not register according to the schedule and terms that has been determined at the beginning of the semester. As a result, they were not listed as students in the concerned semester.

(2) Students charged for suspension sanction are students whose status is as a student being frozen due to sanctions for academic and or non-academic violations for 1 (one) or 2 (two) semesters.

(3) Unregistered and suspended students are not allowed to attend the academic and student activities in the concerned semester. They will be treated as ordinary citizens.

(4) Absent in registration as in Subsection (1) is limited to only one semester during the study period.

(5) Students who do not register for 1 (one) semester, and want to register in the next semester, then:

   a. Students should address the proposal which is known by their parents, attached along with the Letter of Recommendation from the Academic Adviser and Head of the Study Program. The proposal will be addressed to the Vice Rector I of Academic.

   b. The Academic Adviser and Head of the Study Program recommendation will be given based on the excuse of the absent along with the judgement about the possibility in finishing the advanced study load in the remaining study period.

   c. The proposal can be accepted/declined based on the excuse of the absent and the possibility in finishing the advanced study load in the remaining study period.

   d. If the proposal can be approved by the Vice Rector I, then the Directory of Academic will be given back the active status of the concerned student as a Trial Student for 1 (one) semester as referred in Section 52.

   e. If the student can pass the 1 (one) semester of trial period as referred in Section 52, then the status of the student will be changed into normal student.

   f. If the student cannot pass the 1 (one) semester of trial period as referred in Section 52, then the student status will be fall and he/she cannot continue his/her study in the university.

(6) After absent for 1 (one) semester as in Subsection (4), the student who does not proposing to re-register until the time limit of the Study Plan Changes (PRS) for the next semester as in Subsection (5), will be counted as absent for two semesters in a row and will be considered resigning from the university, which is determined by the Recorate Decree based on the Academic Trial recommendation.

(7) In terms of re-register after absent proposal has been approved, besides paying the Tuition Fee for the study period in that semester, the student will be obligated to fully pay the Tuition Fee (100%) for the absent semester.

(8) Students who are under the suspension sanction are not charged to pay the Tuition Fee for the concerned semester. However, they are required to register 0 Credit Hours and pay for the Status Fee 10% of the Tuition Fee which applies for them.

(9) Registration absent period and suspension period does not increase the maximum study period of a student according to the invloved study program either in Section 7, or Section 24, Section 25, Section 26, or Section 27.

(10) Registration absent or suspension can affect the student to be considered as resigning or study discontinuation if the remaining study period after the absent or the suspension are not enough to finish the study load with the normal study with the normal study load quota (not exceeding 20 Credit Hours) in every remaining semester based on the maximum study period regulation in Section 7 or Study Period per Level Evaluation in Section 24, 25, and 26.

(11) Registration absent is only allowed for students after passing the Level I study. If this regulation is violated, then students will be considered resigning from being a university student.

## Section 52 Trial Students

(1) Trial student is a special monitoring status which applied to the student for one or two semesters because of these several things:

a. Approved to continue the study after the previous semester reach the academic achievement below the Minimum Study Performance according to Section 28 (one semester trial);

b. Approved to continue the study after taking the academic leave for one semester according to Section 50 (one semester trial, based on the leave period);

c. Approved to continue the study after being absent for one registration according to Section 51 (one semester trial, based on the absent period);

d. Approved to continue the study after having suspension according to Section 51 (one or two semester trial, based on the suspension period);

e. Approved to continue the study in new study program after being accepted for study program change according to Section 54 (two semester trial);

(2) For trial students in the bachelor and diploma program:
   a. Taking 20 Credit Hours maximum;
   b. Required to reach the GPA of 2,00.

(3) For trial students in the master program:
   a. Taking 12 Credit Hours maximum;
   b. Required to reach the GPA of 3,00.

(4) For one semester trial, students are allowed to continue their study in the next semester and change their status into normal student if they able to fulfill the Subsection (2) requirements for bachelor and diploma program or Subsection (3) for master program.

(5) For two semester trial:
   a. Students are allowed to continue their study in the second semester of their trial only if they able fulfill the Subsection ) requirements for bachelor and diploma program or Subsection (3) for master program.
   b. Students are allowed to continue their study in the next semester and change their status into normal student only if they able to fulfill the Subsection (2) requirements for bachelor and diploma program or Subsection (3) for master program.

(6) Trial students who unable to fulfill the requirements in Subsection (2) until Subsection (5) are not allowed to continue their study in the university.

## CHAPTER VI SPECIAL EDUCATIONAL PROGRAM

### Section 53 Credit Transfer and Transfers from Other Universities

(1) Credit transfer is a recognition towards the study result that has been followed by a student before he/she studies in a study program at the university, which processed by the destination study program.

(2) Credit transfer applies when students change their study program in the university or from other universities, or from other educational paths.

(3) Credit transfer requirements:
   a. An equal or higher study program accreditation with the destination study program.
   b. Subjects age not exceeding 2 (two) years.
   c. Subjects which are credit transferred fulfill the requirements of content and reference.
   d. The applicant student for credit transfer, his/her study program, and the transferred subject scores are listed in the Data Source of Higher Education (PDDikti) system from the Ministry of Education and Culture Republic of Indonesia

(4) Moving into other study program from other universities requirements:
   a. Only for master, bachelor, and diploma program.
   b. Students who are interested to move into other study program make the letter of proposal to the Rector along with the finished subjects transcription from the origin universities, letter of statement

from the Rector of the origin universities which stated the concerned student status in the origin universities and the excuse of the changes.

    c. Students who are approved are required to obey new registration terms and accepted the study load determination that must be taken in the university based on the subject equivalence result which approved by the Head of the Study Program.

    d. The number of credit hours that have to be taken is at least 50% from all of the credit hour study load.

(5) Because of the study program transfer from other universities, new students will be stated as trial students for 2 (two) semesters with each semester load of 20 (twenty) Credit Hours and all subject scores of at least C.

(6) The new transferred student who unable to fulfill the Subsection (5) of this Section requirement will not allowed to continue his/her study in the university.

(7) The study period determination of new study program transferred student from other universities are calculated based on the study load that has to be taken in the university according to the subject credit transfer equivalence result. It is taken with the normal load of 20 (twenty) Credit Hours per semester with the extension period of two semesters maximum addition.

(8) The subject equivalence process must be finished before the academic year semester registration enrollment process so it can be clearly and precisely known related to the subjects that must be taken in the semester registration.

## Section 54 Study Program Transfer

(1) Several purposes of giving the chance to change the study program are:

    a. Giving a chance to students who feel not suitable towards a study program and allow them to move into other study program in the university environment, or

    b. Giving a chance to the University Leaders for certain reason in moving a student from a study program into other study program.

(2) The general requirements to proposing the study program transfer:

    a. Study program transfer is only permitted between bachelor study program and between diploma study program. It is not permit for between master and doctoral programs.

    b. The transfer can only be done from the origin study program with the equal or higher accreditation from the destination study program.

    c. The study program transfer is aimed to be a solution towards the interest and talent mismatch with the origin study program. Students who wants to change their study program are not problematic students, such as charged of drop out sanction, in a trail status, etc.

    d. Students who wants to change their study program must be followed the study actively for at least 2 (two) semesters in the university with the minimum GPA of 3.00.

    e. The study program transfer process only can be done at the beginning of second Academic Year with the transfer process started since April of the previous Academic Year.

    f. The study program transfers only possible for one time during studying in the university environment.

(3) Special requirements for proposing the study program transfer:

    a. The study program transfer proposal is approved by the Parents, Academic Adviser, and Head of the Study Program and the Dean from the origin study program of the concerned student.

    b. As a supporting data for the study program transfer, the proposal must be attached along with the Psychology Examination Result which was held by the Psychology Institution in Bandung and acknowledged by the Department of University Character Development.

    c. The Head of the Study Program and the Destination Dean in principle approving the transfer.

d.  If it is approved by the destination Head of the Study Program and the Dean, it will be confirmed with the publishing of the Rectorate Decree u.p. Vice Rector I of Academic, which including that the concerned student for 2 (two) semesters in a row is in a trial status as referred in Section 52 Subsection (1) point e.

e.  During the trial status, students must reach the minimum GPA of 2,00. If less than that, then the concerned student will not be allowed to continue his/her study in the university.

f.  The trial status will be changed into normal student if the concerned student is passing the both semester requirements.

g.  The study program transfer does not change the allowed limit of study period for the concerned student based on the study program level.

(4)  The implementation procedures

a.  Students are obligated to consult with their parents and Academic Adviser related to their wish to change their study program.

b.  Addressing the proposal letter which is addressed to the Origin Faculty Dean of the student which is written on the stamped paper and known by the Parents, Academic Adviser and approved by the Origin Head of the Study Program with several attachments:
    i.   Score list for all finished subjects in the Origin Study Program.
    ii.  Psychology Test Result.

c.  If the proposal has been approved by the Origin Faculty Dean, it will be forwarded to the Destination Faculty Dean, with a copy to the Vice Rector I of Academic and Information System to be further processed.

d.  If necessary, the Destination Faculty Dean and Head of the Study Program can call the student for interview.

e.  If the Destination Head of Study Program reported the interview result, evaluation, and subject equivalence to the Destination Faculty Dean as references to publish a Note of Agreement or Rejection of Study Program Transfer.

f.  If the study program transfer proposal has been approved, the Destination Faculty Dean sends the agreement note to the Vice Rector I of Academic with a copy to the Origin Faculty Dean. It is also attached with the interview result, evaluation result, and subject equivalence, New Academic Adviser recommendation, and registration scenario of new study plan that has to be taken until graduation.

g.  If the Destination Head of the Study Program or the Faculty Dean does not approve the proposal, then the Destination Faculty Dean will deliver the declination to the Origin Faculty Dean with a copy to the Vice Rector I of Academic.

h.  If the study program transfer proposal is approved by the Destination Faculty Dean, then the Vice Rector I of Academic gives a disposition to the Academic Directory to prepare the publishing of Rectorate Decree u. p. Vice Rector I, which confirming the study program transfer. It is completed with the determination of New Students ID Number and fixed entry year identification, New Academic Adviser, the acknowledged subject score list and equivalence, also the study plan list that has to be taken until graduation.

i.  In consequence with the publishing of the Rectorate Decree in point h, the Origin Faculty Dean handed out all the concerned student files from the Previous Academic Adviser to the Destination Faculty Dean to be forwarded to the New Academic Adviser through the Destination Head of Study Program. Next, the concerned student is required in facing the Head of the Study Program and the New Academic Adviser to get further instruction and guidance.

j.  The approved study program transfer process which has been published its University Letter of Statement is irrevocable.

(5)  Schedules of the Study Program Transfer Procedure:

a.  Proposing the study program transfer deadline                    : End of April

b. Sending notes and files to the Destination Faculty Deadline : Middle of May
c. Sending notes of Agreement from the Origin Faculty Deadline : End of May
d. Publishing the Rectorate Decree deadline : Middle of June
e. The Beginning of the Study in the Destination Study Program : August

(6) If it is wanted and considered to have a relevance, the subject from the origin study program which equivalence cannot be done for the credit transfer in the destination study program, can be included in graduation Academic Transcript as an additional subject outside the required minimum study load in the destination study program curriculum.

## Section 55 Fast Track Study Scheme

(1) The fast track study scheme is an unbroken educational program as follow:
   a. From S1 educational level to the S2 educational level which can be taken in 10 (ten) semesters, or
   b. From S2 educational level to the S3 educational level which can be taken in 8 (eight) semesters, or
   c. From S1 educational level to the S2 educational level then to the S3 educational level which can be taken in 16 (sixteen) semester.

(2) The maximum load of S2 program that can be taken while taking S1 is 6 (six) Credit Hours.

(3) The maximum load of S3 program that can be taken while taking S2 is 6 (six) Credit Hours.

(4) The requirements to take the fast track program:
   a. For the S1 to S2 fast track program, the minimum GPA during 6 (six) semesters of S1 is 3,00 for exact study program and 3,25 for the non-exact study program.
   b. For the S2 to S3 fast track program, the minimum GPA during 2 (two) semesters of S2 is 3,5.
   c. Passing the academic potential test, expertise potential test, and interview.
   d. Minimum TOEFL scores of 450 or Minimum IELTS scores of 500.
   e. The minimum GP for S2 subject which is taken in S1 study period is 3,00 for the exact study program and 3,25 for the non-exact study program.
   f. The minimum GP for S3 subject which is taken in S2 study period is higher or equal with 3,5.
   g. The S1 to S2 fast track program participant must graduate the S1 program no more than 4 years.
   h. The S2 to S3 fast track program participant must graduate the S2 program no more than 2 years.
   i. The master program must be in the same field or linear with the Bachelor Program, except for the concerned Master Program.
   j. The S1 to S2 fast track program participant who does not graduate the S1 program in 4 years, then can be transfer to the direct track program with convert the subject scores that has been taken in the fast track program.
   k. Getting an approval from the S1 academic adviser is proved by the letter of recommendation from the academic adviser which taking the S2 subject and approved by the academic adviser.

(5) Fast track program mechanism:
   a. The fast track program is given to the Bachelor Program students in the fourth year (Level 4) or Master Program students in second year.
   b. Students who are interested and fulfill the requirements as a fast track participant addressing the proposal to the Head of the Study Program.

## Section 56 Direct Track Study Scheme

(1) The direct track study scheme is an educational program which allow the bachelor program graduates of the university to directly continue to the master program with administrative convenience.

(2) The direct track program requirements:
   a. The participant is a bachelor program graduates who graduate not exceed 12 (twelve) months before the direct track program starts;

b. The minimum GPA of the bachelor program graduates is 3,25 for exact master program and 3,50 for non-exact master program;

c. Get a recommendation from two lecturers, which one of them is the Final Project Guide Lecturer/*Skripsi*;

d. The participant is required to bring the thesis research plan proposal for the interview.

(3) The regulation of direct track academic is the same as applied to the regular program.

## Section 57 International Education Program

(1) The International Education Program is consisting of international class, joint degree program, dual degree program, and student exchange.

(2) The International Class is a special class which is held using English as the language for every subjects' activity. The class can exclude for the character development and nationality study, such as Religion, Pancasila, Citizenship, Indonesia Language.

(3) Joint degree is a joint activity between universities to held a study program and acknowledge each other graduates. It is regulated by several terms below:
   a. Joint degree program is held by the university with university partners abroad to similar program in academic education, vocational education, or profession education.
   b. Joint degree graduates obtaining a certificate, academic or vocational degree from the university and the partner universities.
   c. The requirement in obtaining the certificate and joint degree is must having the same study load of at least 50%.
   d. In order to held a joint degree or dual degree, study program as the organizer is at least accredited B and the abroad partners study program is at least having a good accreditation in their own country.

(4) Dual degree is holding two different study programs with the same level to obtain two degrees of S1 level or S2 level which regulated with these terms below:
   a. The student who follows the regular dual degree program must already take the minimum of 25% from the total Credit Hours load of the initial study load with the minimum GPA of 3,51.
   b. The dual degree program can be held if both of the program is having the similarity of minimum 50% from all of the study load.
   c. Dual degree program graduates obtain two certificates from the university and the partner universities.

(5) Student exchange is a student exchange visits and can be related to the cultural exchange or Credit Hours taking of several subjects.

(6) The joint degree and dual degree program must be based on the permission which is given by the authority Government.

(7) In the context of pioneering international education programs, the study program is encouraged to held several studies in several classes using English as its language (English Based Class).

(8) Study load, competence achievements, study context coverage, quality assurance, and evaluation standard towards the study competence achievement in the international education program are required to use the same or equal applied terms to the regular study program in the same scientific field. It also applies to the study graduation requirements and including the scientific publication obligation.

(9) Organizing the international education program can be specially managed. However, it is still required to coordinate with regular education program. As a consequence, the international education program in a scientific field cannot be held if there is no regular study program in the concerned scientific field.

(10) The handling of the Tuition Fee (BPP) payment for students as the participant of student exchange program which is implemented concurrently with the study period in the university campus, joint degree or dual degree program in abroad partner universities are as follow:
  a. Payment to the university of 10% from the Tuition Fee (BPP) per applied Semester, if the participant student charged for educational costs by the abroad partner universities.
  b. Payment to the university of 50% from the Tuition Fee (BPP) per applied Semester, if the participant student is not charged for educational costs by the abroad partner universities.

### Section 58 Long Distance Education Program (PJJ)

(1) A long distance education or can be called as PJJ or online is an education program when students are separated from the teachers/lecturers by using varied learning sources through technology information or communication or other medias for learning purposes.
(2) The scope of the PJJ implementation can be done in 2 ways:
  a. In the scope of study programs with the number of subject that is implemented by PJJ in minimum of 50% from the number of the study program subjects. In this scope, the study program as the PJJ organizer already obtaining the minimum study program accreditation of B and gain the permission from the General Directorate of Higher Education. Study programs which already got an accreditation of B, can be held the PJJ Program of maximum 3 province in Indonesia. Study programs which already got an accreditation of A, can be held the PJJ inside or outside the region of Indonesia.
  b. In the scope of the subject with the number of study program subjects which is held by PJJ is less than 50% or the number of study program subjects. This scope can be categorized as blended or hybrid learning. In this scope, the permission from the university leaders which is accepted by the university's senate is needed.
(3) PJJ implementation modes as referred in Subsection (2) includes:
  a. Single mode, with the long distance learning for all learning process in subjects and/or study programs.
  b. Double mode, a combination learning of long distance and face to face learning.
  c. Consortium mode, held by several universities in a form of cooperation networking with the national and/or international region scope.
(4) With the provision of high quality long distance learning facilities and infrastructures, the maintenance PJJ in the university is specially carry out by the UPT-PJJ (Implementing Technical Unit – Long Distance Education) and has supporting units of the PJJ implementation outside the campus that can be called as USBJJ (Long Distance Learning Source Unit).
(5) The process of PJJ learning is held by:
  a. Utilizing learning sources that do not have to be in the same place as the student.
  b. Students and lecturers meeting at the same time but at different places (synchronous), or in separated time and place (asynchronous).
  c. Encouraging the independent, structural, and guided learning by using varied learning sources.
  d. Take the advantage of technology information and communication based learning media as a learning source that can be accessed all the time.
  e. Emphasize the technology information and communication based learning interaction, although still possible to held a limited face to face learning.
  f. The attendance of the student in a study session or tutorial is represented by the participation in various tasks and activities for the session or the involvement in the discussion forum and question-and-answer with the lecturers or tutors.
  g. The minimum attendance percentage in Subsection 5.f follow the standard of the minimum attendance percentage in the regular study program which is 75%.

h. The evaluation of final learning result is done by the comprehensive exam mechanism by face to face, long distance, or utilizing the technology information and communication under the lecturer control.

(6) PJJ for the study program scope as referred in the Subsection (2) can be done in the study program with the regular learning which already accredited of at least B and has already approved by the Government, u. p. General Directory of Higher Education.

(7) Study load, competence achievements, study context coverage, quality assurance, and evaluation standard towards the study competence achievement in the PJJ program are required to use the same or equal applied terms to the regular study program in the same scientific field. It also applies to the study graduation requirements and including the scientific publication obligation.

(8) The implementation of PJJ can be specially managed However, it is still required to coordinate with regular education program. As a consequence, the PJJ program in a scientific field cannot be held if there is no regular study program in the concerned scientific field.

(9) The PJJ learning is encouraged to be applied in the Regular Program in the form of electronic based learning (e-learning) by placing it as a supplement to enrich and strengthen the students' understanding without reducing the meeting number of the regular study. It is expected to increase the learning success of the student.

(10) Modes of PJJ learning can be applied to the Regular Program as a meeting substitution. It is applied if the lecturer is having a task outside the campus and collided with the learning schedule, based on the assignment letter of the Faculty or the University and with the permission of the Head of the Program. It is also devoted to lecturers which are listed in e-learning literate lecturers list in the study program with the implementation as in Subsection (5) at the most of 25% from the overall meeting number of the regular study meeting.

(11) The education costs of PJJ new students following the administration board decree of the Telkom Educational Institution (YPT) about Education Costs for New Students of Telkom University.

(12) There are 3 types of PJJ class in the university:
   a. Type 1 class which is Conference Class (VCon) is an online class which is held in a classroom and allows teacher/remote teacher (lecturer), remote classroom, and remote students can do study interactions.
   b. Type 2 class which is Blended Live Broadcast Classroom (BeBC) is an online class which is held in a classroom and allows teacher/remote teacher (lecturer), teaching classroom, remote classroom, and students/remote students can do study interactions in the learning process.
   c. Type 3 class is using the Learning Management Systems (LMS). This online class is held by the teacher or tutor by using the LMS application either synchronous or asynchronous.

(13) Practical learning, studio practice, workshop practice, or field practice can be held by face to face or online. This learning is held by structured, scheduled, and guided.

(14) The study program which already implemented the PJJ program is required to carry out the PJJ internal quality assurance and required to be accredited periodically based on the PJJ characteristics. PJJ study program is required to be monitored and evaluated in minimum of 1 time in 1 semester.

(15) In type 3 class that using the LMS, lecturers are carrying out these several activities.
   a. Pre-Study Activities
      i. Lecturers are required in making activities in each meeting, one meeting in minimum of one activity.
      ii. Lectures define with choosing the completion rules in LMS based on the determined criteria.
      iii. After defining the completion rules, lectures define the final date of certain topic in an activity.
   b. Activities after the study

      i.     Lecturers input the lecture news event in *Igracias* after the activity date is ended that has been define before. 1 activity has an average time of 1 week.

      ii.    Lecturers take the student data that has been attending the determined activities in the LMS.

  c.  Activities of inputting the evaluation result score

      i.     Lecturers are required to make a gradebook which contains the grading category including its percentage.

      ii.    After making the gradebook, lecturers are required to make activities (assignment, quiz, etc.) for grading purposes.

      iii.   Lecturers are required to make an evaluation based on the activity (assignment, quiz, etc.) and based on the gradebook that has been made.

(16) 1 Credit Hour in the online learning process is consist of:

  a.  The activity of structured, scheduled interaction by face to face and/or online for 50 minutes per week per semester

  b.  Structured and unscheduled activities for 120 minutes per week per semester.

(17) Rate and load of the lecturers and tutors for PJJ program are regulated in the Letter of Rectorate Decree.

## CHAPTER VII THE INTERNATIONAL CLASS IMPLEMENTATION

### Section 59 General Concept of the International Class Implementation

(1) The International Class is a part of a study program with the learning material that delivered in English, including lectures, practices, internships, exams, *skripsi*, trials, scientific publications, and many more.

(2) The course curriculum structure that is used in the international class is the same as the course curriculum that is used in the main study program with additions of several activities and international certification.

(3) The accreditation and administration for the international class implementation is not separated from the main study program. However, it can be implemented in management and service using the certain qualified of human sources.

(4) The administration system of the international class implementation must be integrated in the university's academic information system as a special class.

(5) Lecturers in the international class are lecturers in the main study program who fulfill the requirement and appointed to teach the regular class or the international class.

### Section 60 New Students Requirement and Selection in the International Class

(1) The international class student requirements are:

  a.  Passing the new student selection.

  b.  Having an equal Test of English as a Foreign Language – Institutional Testing Program (TOEFL – ETP) score (English Proficiency Test (EPrT) from the university ≥ 450, or English Communicative Competence Test (ECCT) score from the university ≥ 3.

(2) The acceptance of the international class new students through the university New Students Selection (SMB) or other forms of selection.

(3) The special interview implementation as referred in Subsection (1) follows and contains these several terms:

  a.  The student candidates' ability and readiness in using English;

  b.  Financial readiness to pay the study until end;

  c.  Learning motivation and target that want to be achieved in the next four years;

d.  The interview is held by the selection team which is formed by the New Student Selection unit. It is involving the study program element which is validated through the Rectorate Decree.

## Section 61 Lectures in the International Class

(1) The lecture characteristics in the international class are as follow:
  a.  All of the learning activities using English as the language in every subject implementation, except the character development and nationality subject such as Religion, Pancasila, Citizenship, and Indonesia Language;
  b.  Administrators, lecturers, and students are required to speak English in the English Speaking Zone (ESZ);
  c.  The scope of ESZ is at least in every floor or building that is used for the lecture implementation, student activities, and international class administration;
  d.  The lecture in class can be replaced by the general lecture, company visit, and foreign visiting lecturer in the field and material which is compatible with the curriculum
(2) The university gives help to strengthen the ability in speaking English for students in needs with several steps:
  a.  Before the first semester lecture, new students get an English Preparation:
  b.  The technical implementation of English Preparation is handed over to each study programs;
  c.  During the first year, students will get the guidance in improving English from the Language Center;
  d.  A part or every point in the section above will be further determined through a separate term.
(3) The international learning capacity:
  a.  The number of students in each international class is 20 until 30 students;
  b.  If the new student does not reach 20 students, then the international class will be still implemented for at least 15 students.
(4) The lecture system in the international class is held in the learning plan which follows 2 (two) semesters for every academic year.
(5) The implementation of between/short semester/Global Learning Week (GLOW) in the international class:
  a.  For every necessary subject, the Study Program can hold the between/short semester/Global Learning Week (GLOW);
  b.  The implementation of between/short semester/Global Learning Week (GLOW) is carry out with the proportion according to the Credit Hour regulation;
  c.  Subjects taking in the between/short semester/Global Learning Week (GLOW) is not allowed if the student have not taken the regular semester previously;
  d.  The administration recording of the between/short semester/Global Learning Week (GLOW) is defined as the lecture of the between semester.

## Section 62 Additional Regulations for Final Assignment in the International Class

(1) Besides obligated to fulfill the regular class requirements, the Final Assignment implementation in the international class is obligated to fulfill several requirements.
(2) The guiding process of Final Assignment in the international class is carry out by:
  a.  At least one of the Final Assignment guide is the international class lecturer;
  b.  The *Skripsi* script and final assignment article must be proof-read by the language experts.
(3) Students can propose the Final Assignment trial if they already fulfilled these requirements:
  a.  Minimum score of 500 in EPRT/ITP TOEFL and 3.5 in ECCT;
  b.  Already have international certification of at least one;
  c.  Have already attended the Immersion Program/Edutrip/Student Exchange;
  d.  Already finished the internship.

### Section 63 Educational Facilities in the International Class

(1) The minimum international class facilities:
   a. The classroom capacity based on the learning group;
   b. Classroom equipped with the multimedia equipment;
   c. Classroom equipped with the air conditioner;
   d. The classroom designs and furniture which ease the learning and discussion activities;
   e. Provided with fast internet connection;
   f. The classroom is placed in the building environment or certain floor which is equipped with the discussion room or learning/academic lounge for everyone;
   g. The consultation room for *skripsi* research or final assignment.
(2) The dormitory facility for the international class student:
   a. International class students whose lectures are held in the main campus (BT – Plex) is required to live in the dormitory for the first year.
   b. International class students whose lectures are held outside the main campus (BT – Plex) is not required to live in the dormitory.
(3) Program differences between international and regular class:
   a. Students of the international class get free Language Mastery facility from the LaC.
   b. International class students are required to follow one of the International Exposure activities (Immersion, Edutrip, Student exchange, Double degree, Joint degree, Summer course).
   c. Every graduate must have a minimum of one international certification with the type of certification which is determined by the University and adjusted with the Study Program scientific field;
   d. Required to do Internship in multinational or national companies which has an international business scale and has been approved by the study program.
   e. Student exchange/transferable credit earning in the overseas university (optional);
   f. Double degree (optional);
   g. Joint degree (optional).

### Section 64 Educational Costs in the International Class

(1) The education cost components to join the international class that have to be borne by the student are consist of:
   a. UP3 (Education Development Participation Fee);
   b. SDP2 (Education Development Contribution Fund);
   c. BPP (Tuition Fee);
   d. Internship;
   e. Student Exchange;
   f. Double Degree;
   g. Graduation Fee
(2) UP3 and SDP 2 paid at the beginning of entry as a new student.
(3) BPP is paid at every beginning of the semester.
(4) The International Exposure activities can be borne/half borne/fully borne by the University according to the applied Rectorate Decree.
(5) The cost of 1 (one) time of the international certification test is paid by the University, while other certifications are paid by the student.
(6) The costs in student exchange, internship, and double degree are paid by the student.

### Section 65 The Transfer from Regular Class into International Class

(1) Regular class students are allowed to change their class into the international class with these requirements:
   a. The minimum TOEFL score of a minimum 475 and ECCT score of a 3.25;
   b. The minimum GPA of 3.00;
   c. The Transfer is done at least in the early third semester.
   d. Paid all the educational costs in the international class, for the UP3 and SDP2 are paid the difference;
   e. The rate of BPP follows the international class regulation;
   f. The acceptance is determined by the international class available capacity.
(2) International class students are not allowed to change their class into the regular class.

## CHAPTER VIII ACADEMIC FREEDOM GUIDELINES, FREEDOM OF ACADEMIC PODIUM AND SCIENTIFIC AUTONOMY

### Section 66 The Essence of Academic Freedom, Freedom of Academic Podium and Scientific Autonomy

(1) In the implementation of education and the development of science, technology, management, and art in the university, applies the academic freedom, freedom of academic podium, and scientific autonomy which are cultural academic elements for the academic community in maintaining the dignity, prestige, and pride of the university, also in the mission implementation to reach the University's vision.
(2) The development of science, technology, management, and art in the university is done by the academic community through learning and/or scientific research, upholding the value of divinity, cultures, humanity, and national unity for civilization progress and man-kind prosperity.
(3) The implementation of academic freedom, freedom of academic podium, and scientific autonomy in the university is the institution and personal of the academic community responsibility which is required to be protected and facilitated by the university leaders.
(4) The academic freedom, freedom of academic podium, and scientific autonomy is carried out by the academic community based on the academic culture which is prioritizing reasoning and morality and also responsibility.
(5) The academic freedom, freedom of academic podium, and scientific autonomy in the university is carried out by the academic community in scientific fields which is being observed and/or developed by the university.
(6) The academic freedom, freedom of academic podium, and scientific autonomy which is embraced and developed by the university is scientific and free from the politics interest and ideology which is contradictory with the Unitary State of the Republic of Indonesia's interest.
(7) The academic freedom, freedom of academic podium, and scientific autonomy which is embraced and developed by the university are cultural academic elements that in line and equal with the responsibility and academic ethics/moral. As a consequence, every form of implementation which violates the academic responsibility and ethics will give a negative impact for personal and academic community of the university. Therefore, there will be a right and appropriate sanction according to the applied terms and according to the weight and repetition of the violation.

### Section 67 The Implementation of Academic Freedom

(1) Academic freedom is a principle that encourages the processes of research, debate, learning, and research publication, which not bind in the university. The freedom becomes a character to the university's academic community.
(2) Therefore, the university gives the academic freedom to its academic community. It means that the university supports the freedom of lecturers and students to make questions in learning process, do

investigations in research, and share the results through presentations, demonstrations, and publications of the scientific work.

(3) As a consequence, the university's academic communities are valued based on their professional performance as long as they do not violate the university's rules and regulations.

(4) So that the given academic freedom can truly improve the ability to carry out the function of scholarly activities in the university, then the academic freedom attached in the personal and institution's responsibility.

(5) Outside the university, lecturers and students as general citizen has the same right and obligation as every other citizen and stand equal before the law. However, the implementation of those rights and obligations always measured its relevance and urgency from the responsibility point of view towards the scientific discipline, position as lecturers/students, also towards the university reputation

## Section 68 The Implementation of Freedom of Academic Podium

(1) The university gives a limited authority only for Professors that have the scientific reputation, authority, and prestige to openly state and responsible towards something related to their group and scientific branches.

(2) The freedom of academic podium is given to the Professors in terms of:
   a. Transforming the mastered science, technology, management, and/or art to the student by creating the learning atmosphere so that students actively improving their potential.
   b. Do their main task and function as researchers who developed a scientific branch of science, technology, management, and/or art through hypothesis and research and also share it.
   c. Do the task individually or in a group when writing a teaching book or text book either it is published or uploaded online, and scientific publication as one of the learning resources. It is also for academic culture development and reading and writing activities cultivation for the academic community.

(3) The freedom of academic podium to discuss topics related to the profession expert in the lecture room, the profession meeting, or through publication is accompanied by responsibilites for do not apply in a form of statement or activity which affecting the influence of representing or speaking in the name of the university, except if the university has specifically given a mandate.

## Section 69 The Implementation of Scientific Autonomy

(1) The university supports the scientific autonomy which is owned by the academic community in a scientific branch, technology, management, and/or art and design in founding, developing, revealing, and preserving the scientific truth according to principles, scientific methods, and academic cultures.

(2) On the implementation of scientific autonomy as referred in Subsection (1), academic communities consider their suitability with the science, technology, management, and/or art and design which is become the scope of attention in the university's vision and mission.

(3) On the implementation of scientific autonomy as referred in Subsection (1), the academic community pays attention to the coordination and possible collaboration if there are resources or other scientific groups which has already developing science, technology, management, and/or art and design branches in the university environment.

(4) On the implementation of scientific autonomy as referred in Subsection (1), the academic community is able to utilize the existence of available resources in the university environment and also able to understand its limit. Also, the academic community is able to take the advantage of resources outside the university in a form of institutional cooperation.

## Section 70 The Academic Culture Development

(1) The academic vulture development is carry out through the social interaction which does not differentiate ethnics, religions, races, intergroups, genders, social positions, level of economic capability, political views, and thoughts.

(2) Social interactions as referred in Subsection (1) are carry out in learning processes, the finding of scientific truth, scientific mastery and/or development, also the University development as a science institution.

(3) The academic community is required to maintain and develop the academic culture by treating the science, technology, management, and/or art as a process and product also charity and moral paradigm.

## CHAPTER IX GUIDELINES FOR DEVELOPMENT OF ACADEMIC ATMOSPHERE

### Section 71 The Essence of Academic Atmosphere

(1) The university encourages the creation of academic life in a condusive scholarly atmosphere for the implementation of academic freedom, freedom of academic podium, and scientific transformation process which is beneficial for the academic community develoment, contribution for the people prosperity, and the university's reputation.

(2) The academic processes in the university are characterized as active and prosperous discourses between academic communities so that it creates the academic atmosphere. Academic atmosphere is a characteristic of interaction between academic communities which has the academic freedom and freedom of academic podium, also the process of scientific autonomy based on the justifiable scientific argument.

(3) The academic atmosphere is highly supported to develop through the implementation of various exchange of view and thought forums, which through symposium, seminar, panel discussion, group studies discussion, lectures, practices, management review meeting about the implementation of University's *Tridharma*, and many more. It is implemented in each rules, either in terms of educational activity, research, or community service.

### Section 72 Types of Academic Atmosphere Development

(1) The academic atmosphere in the university is developed through various academic interactions between academic communities which are between lecturers, students and lecturers, between students, and between academic communities with external practitioners and also the society including parents.

(2) The academic interaction between lecturers in academic atmosphere development includes:
   a. The Review Meeting of Education Implementation Management is a meeting of lecturers in the university, faculty, study program level to discuss various policies and academic regulations, curriculum, study result evaluation, graduation academic trials, education implementation coordination, a discuss regarding to the policies, regulations, plans, and the implementation evaluation of *Tridharma*, and many more.
   b. The academic discussion in expert groups is in the form of interaction between lecturers which discuss regarding the lecture's syllabus, the forming of materials and learning methods, scientific discussion regarding to research, publication, community service, book writing, sharing, and scientific activities of the expert group member outside the university/abroad, and many more.

(3) The academic interaction between lecturers and students in academic atmosphere development includes: lectures, practices, responses, guardianships, academic guidance and counseling, industrial work guidance, final assignment/final project/thesis/dissertation guidance, students guidance in hypothesis, entrepreneurship, culture, spirituality, and sports.

(4) The academic interaction between students in academic atmosphere development includes: group assignments, group practices, group discussions, scientific study group, group of national and international scientific work, profession group guidance.
(5) The academic interaction between academic communities with external practitioners: research cooperation, community service cooperation, guest lectures, *studium generale*, guest speaker in a conference/seminar, interviewee of academic discussion.
(6) The academic interaction between academic communities with external practitioners can be done in various activities of research cooperation, community service cooperation, guest lectures, *studium generale*, guest speaker in a conference/seminar, interviewee of academic discussion and other cooperation which mutually beneficial in togetherness and equality.
(7) The academic interaction between academic communities with the society is carry out in the form of senate open trial for graduation, senate open trial for new students acceptance, senate open trial for the university's anniversary, work exhibition, and other relevant forms.

## Section 73 Supporting Resources of Academic Atmosphere Development

(1) The university is trying its best to support the academic atmosphere development regarding the needed resources deployment. It is including human resources, infrastructures and facilities, information system and library access, financial or policies, campus environment which supporting the academic processes either formal or informal.
(2) In establishing, developing, and maintaining academic resources in Subsection (1), the university with its ability will highly concerned in order to fulfill or even exceed the quality standards regulation according to the national standard of education which to push the university in becoming world-class campus.
(3) The plan, development, and maintenance of academic resources as referred in Subsection (1) must be done through an audit activity periodically.
(4) The plan, development, and maintenance of infrastructures, facilities, and campus environment as academic resources as referred in Subsection (1) is also applied certain policies which supports the realization of green campus. The policies including the energy utilization policy, green land policy, transportation in campus policy, campus' waste management policy.
(5) The plan, development, and maintenance of infrastructures, facilities, and campus environment as academic resources as referred in Subsection (1) is also applied certain policies which supports the formal or informal academic processes such as the multi-purpose building of multimedia, multimedia auditorium, laboratory access based on the management and/or special permission, the provision of equal internet access in all campus environment with a wide width ban, the learning gardens provision, the provision of various fine general facilities, and many more.

## Section 74 The Performance of Academic Atmosphere Development

(1) The academic atmosphere in the university is developed through continuous improvement efforts, either the quantity or the quality. As a consequence it needs to be measurably planned, implemented, evaluated, and followed up to trigger the development.
(2) Several sizes of condition and performance which is used to see the improvement of the academic atmosphere development:
    a. The amount of academic community's complain (lecturers/student),
    b. The amount of student's scientific works,
    c. The amount of lecturer's researches,
    d. The amount of community services by the lecturer,
    e. The amount of book writing and lecturer's journal publication,
    f. The amount of seminar/symposium which is attended by lecturers as the presenter,

g. The amount of seminar/symposium that has been held,
h. The amount of *studium general* with national and international speakers,
i. The amount of national or international grants,
j. The amount and ratio of lecturers with S2 and S3 education,
k. The average of lecturer's KUM per semester,
l. The amount of given academic sanctions,
m. The condition of academic infrastructures and facilities,
n. The percentage of lecturers/students attendance in lectures,
o. The amount of textbooks/references, journals, CD-ROMs, digital libraries, and other collections,
p. The academic information access through internet availability.
q. And many more.

## CHAPTER X SCHOLARSHIP POLICIES

### Section 75 Scholarship Purposes

(1) The scholarship is intended to give students an appreciation for the accomplished achievements in the form of study payment assistance or payment for the limited ability to precede the education; or for both purposes.
(2) The scholarship can be also intended to promote the study program in the form of special funding for research based or project based activities of the study program.

### Section 76 Types of Scholarship

(1) Based on its funding source, scholarships for students are consist of internal and external University scholarship.
(2) Internal scholarships, according to the applied regulation are consists of:
    a. First-Rate Scholarships, for first-rate students since becoming new students
    b. The Best-3 Scholarships, for best selection students since becoming new students
    c. Special Partner Scholarships, based on the cooperation of the University with partner institutions
    d. Dispensation or Reduction of Tuition Fee Scholarship
    e. Scholarships of Research/Project Based Educational Program
    f. Employee's Child Scholarship
    g. And many more.
(3) External scholarship, according to its funding resource, are consists of:
    a. The Central Government/Province/City/District/Foreign Scholarships
    b. The Foreign Government Scholarships
    c. The National/Foreign/International Companies Scholarship
    d. The National/Foreign/International Organizations Scholarship
    e. The Institutional Scholarship
    f. The Individual/Foster Parents Contributor Scholarship
    g. And many more.

### Section 77 Forms of Scholarship

(1) Scholarships can be in the form of:
    a. Cash fund of study payment, fully or half,
    b. Cash fund for cost of living support,
    c. The dispensation or reduction of tuition fee from the university internal scholarship.

(2) Based on the program or the funding source, the scholarship can be given in one or combinations of forms of scholarship as referred in Subsection (1).

## Section 78 Principles of Scholarship Management

(1) The scholarship management in the university must be done by applying the principles of Good University Governance (GUG) and by selection pass which is carry out based on the pure objective evaluation towards the determined criteria.
(2) By consistently applying the principles as referred in Subsection (1) and the scholarship purposes in the Section 75 above, the university scholarship selection is paying attention to the most needed students regardless of race, religion, group, and gender, also paying attention to the gender and origin province representation of the participant.
(3) The university does not seek to raise sources of external scholarship funds from parties, directly or indirectly related to the items producer such as cigarettes, alcohol, contraception, adult media publishing, and many more which do not have the propriety in relating with the educational values that are maintained in the campus environment.
(4) The university does not accepting the external scholarship funding source, especially for international/foreign, if it is followed by the form of concessions which are contrary with the interests of the Unitary State of the Republic of Indonesia and/or the University.
(5) The university accepts the external scholarship funding source with the distribution technique which is done through institutions or directly to the scholarship receiver by the scholarship provider with the documented records by the university.
(6) The procedure of scholarship payment which is given in the form of cash must be done through transfer to the scholarship receiver's bank account.

## CHAPTER XI TRANSITION

### Section 79 Transition

(1) With the publication of this regulation, then the Regulation of Telkom University Number PU.024/AKD27/AKD/2018 regarding the Telkom University Academic Guidelines is declared as invalid.

## CHAPTER XII C L O S I N G

### Section 80 The Implementation of Good University Governance and Information System

(1) The entire processes of University implementation which are regulated in this Decree should be done based on the application of the Good University Governance principles which are, credibility, transparency, accountability, responsibility, independent, and fairness. All of them are aimed at every University's stakeholders.
(2) To supporting the implementation of the regulation as referred in Subsection (1), the entire University implementation processes which are regulated in this Decree should fully supported by the Good Information System Governance (Good IT Governance), which is constantly being improved and developed by scrolling the cycle of PDCA (Plan – Do – Check – Action) which is firmly and neatly documented within the framework of the Internal Quality Assurance System (SPMI) and External Quality Assurance System (SPME).
(3) The scientific contents and substances that is proceeded and implemented in every process and academic activities, educational program, research and community service which is carried out in the name of the university are required to obey the scientific ethics and scientific publication principles which is embraced in the university ethics system, national regulations, or the universal prevalence.

Determined in : Bandung

At the date of : October 1, 2020

**TELKOM UNIVERSITY**

**Prof. Dr. Adiwijaya**

**R e k t o r**